

# NOTICE

A Quorum of Board of Education Members  
of  
Diamond Lake School District 76

may be in attendance at the  
Regular Meeting

At

West Oak Middle School Cafeteria  
26156 N Acorn Lane  
Mundelein, Illinois 60060

on

Tuesday, April 21, 2020 at 7:00 PM

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Public Comments (Agenda Items Only)
- IV. Business Agenda
  - A. Administrative: Approve Omnibus Vote Agenda Items **Action**
  - B. Administrative: Approve Resolution for Emergency Suspension of Policy due to COVID-19 **Action**
  - C. Administrative: Approve Resolution to Approve Procurement Card **Action**
  - D. Administrative: Approve Chief School Business Official (CSBO) Title Change **Action**
  - E. Administrative: Approve PRESS Issue 103 **Action**
  - F. Personnel: Approve Resolution for Leave of Absence(s): **Action**
    - 1. Leave of Absence:  
Jessica Rosales; WOMS, Band/General Music Teacher;  
Effective: 8/17/2020-10/05/2020
- V. Board Discussion
  - A. Primary Classroom to Support Emotional Needs

- VI. Freedom of Information Requests (0)
- VII. Notices and Communications
  - A. BOE Calendar
- VIII. Public Comments and Petitions (Non-Agenda Items)
- IX. Others
  - A. Mundelein Executive Order: Face Covering Required Effective  
4/23/20
- X. Adjournment



**Diamond Lake School District 76 Board of Education  
Business Meeting Minutes  
Tuesday, March 17, 2020  
West Oak Intermediate School, Gym, 500 Acorn Lane, Mundelein, IL**

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**CALL TO ORDER / ROLL CALL Special Meeting**

Ms. Hail called the Committee of the Whole Meeting to order on Tuesday, March 17, 2020, at 7:00 PM.

Ms. Kwon called the roll; answering "Present" Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon, Mr.

Lozada, Ms. Sullivan; Absent: Mr. Armenta.

Also attending the meeting: Superintendent, Dr. Sharma-Lewis Director of Technology, Mr. Hansen; Recording Secretary, Ms. Carrera; Due to COVID-19, the following Administrators were excused from attending the meeting: Associate Superintendent for Instruction & Personnel, Dr. Juracka; Director of Finance and Operations, Mr. Rogers; Building Principals: Dr. Fredericks, Mr. Willeford, Mr. Preble, Mr. Cunningham; There was no audience.

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

There were none.

**PRESENTATIONS**

Dr. Sharma-Lewis and Mr. Hansen shared the parent engagement results. The results of this survey seem to be similar to last year's results. This survey remains confidential to those who make submissions. The district administration will continue to strive in maintaining parent feedback positive.

**BUSINESS AGENDA**

**Administrative: Approve Omnibus Vote Agenda**

There were no questions/comments. Ms. Hail read the following resolution:

**Items under the Omnibus Vote Agenda are considered routine and/or non controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.**

**BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru E as listed:**

A. Approval of Minutes

Business Meeting Minutes	2/18/2020
Committee of the Whole Meeting Minutes	3/03/2020
Executive Session	2/18/2020

B. Approve Destruction of Audio Recordings of Executive Session Minutes:

7/17/2018, 8/07/2018

C. Acceptance of Treasurer's Report

2/2020

D. Approval of Payrolls

2/15/2020, 2/29/2020\*

E. Approval of Current Bills:

Education Fund:		\$305,109.55
West Oak Activity Fund		\$ 1,655.67
Fairhaven Activity Fund		\$ 86.87
Operations/Maintenance Fund:		\$ 50,825.71
Debt Service Fund:	4	\$ 4,288.48
Transportation Fund:		<u>\$175,119.51</u>
TOTAL		\$527,095.79

\*Pre-approval of Payrolls not to exceed \$400,000.00 each.

**Mr. Lozada moved to approve the Omnibus Vote Item; Mr. Kondela seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Mr. Kondela, Ms. Hail, Mr. Hauptman, Ms. Kwon, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.**

**Administrative: Approve Student Fees**

There were no questions/comments on this item. Ms. Hail read the following resolution:

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education approves the Early Childhood through grade 8 student fees for 2020/21 school year as presented:

EC	85.00	Grade 5	123.00
Kindergarten	105.00	Grade 6	160.00
Grade 1	105.00	Grade 7	123.00
Grades 2-4	120.00	Grade 8	135.00

	<u>Current Fee</u>	<u>Proposed Fee</u>
Interscholastic Sport Fees	\$85.00	\$85.00
Intramurals	\$20 (DL & WOC)	\$20 (DL & WOC)
Clubs	\$30	\$30
Jazz Band	\$85	\$85
Summer School	\$120	\$120

**Ms. Kwon moved to approve the Student Fees; Mr. Lozada seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Mr. Kondela, Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.**

**Personnel: Approve Resolution for Personnel Items**

There were no questions/comments on this item. Ms. Hail read the following resolution:

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

**1. New Hire(s):**

Employee	School	Position	Effective Date
Graciela Barahona	WOIS	Summer School Bilingual Learning Associate	6/22/2020
Alyssa Caliendo	DLS	Summer School Kick off to Kindergarten Teacher	6/22/2020
Casey Latal	DW	Assistant Summer School Coordinator	3/31/2020

**2. Leave of Absence:**

Employee	School	Position	Effective Date
Tianna Schabell	DLS	2nd Grade Teacher	Beginning 2020/2021 SY through 11/09/2020

**3. Resignation(s):**

Employee	School	Position	Effective Date
Tom Schorsch	WOMS	Innovative Media Specialist	End of 2019/2020 SY
Sadie Herrick	WOIS	School Social Worker	End of 2019/2020 SY
Anne Eckert	DLS	2nd Grade Teacher	End of 2019/2020 SY

**Ms. Sullivan moved to approve the Personnel Items; Mr. Kondela seconded the motion. Roll Call Vote: “Aye,” Ms. Sullivan, Mr. Kondela, Ms. Hail, Mr. Hauptman, Ms. Kwon, Mr. Lozada; “Nay,” none; Absent: Mr. Armenta. Motion carried.**

**Personnel: Approve Administrative Contract for WOMS Assistant Principal**

There were no questions/comments on this item. Ms. Hail read the following resolution:

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education accepts and approves the

contract for Mr. Brandon Pedersen as presented.

**Mr. Lozada moved to approve the resolution for WOMS Assistant ; Mr. Hauptman seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Mr. Hauptman, Ms. Hail, Mr. Kondela, Ms. Kwon, Ms. Sullivan; “Nay,” none; Absent: Mr. Armenta. Motion carried.**

**Board Discussion**

**COVID-19 Update:** Dr. Sharma-Lewis shared the communication tools the District has sent since we received direction from the Illinois Governor. D76 has been updating the school website, social media and sending informational emails and texts with updates. There will be a live link for parents to be able to submit feedback and the technology team will be working on scheduling device pick up’s for students. Discussion took place over how student/teacher interactions will be via chromebooks. Administration will be working on reaching out to families who may need internet assistance. Lastly, text messages regarding food availability, location and times will be communicated this week as well.

**FREEDOM OF INFORMATION REQUESTS (0)**

There were none

**NOTICES AND COMMUNICATIONS: Your information and review**

- **BOE Calendar:** This item is shared as informational at every Board meeting.
- **SEDOL Gov. Bd. Meeting 3.4.2020 Summary:** informational
- **SEDOL Superintendent Updates**
- **Save the Date:** IASB Elevate Board and Community Leadership 8/08/2020
- **Community Leaders Breakfast:** Save the Date 5/7/2020. Dr. Sharma-Lewis will follow up on the status of this event.

**PUBLIC COMMENTS (NON-AGENDA ITEMS)**

There were none.

**OTHERS**

**Spring and Summer Break Projects:** Itemized projects are still projected to start next week. The potential planned projects for summer are included.

**ADJOURNMENT**

There being no other business to come before the Board, Ms. Hail called for a motion to adjourn. There will be no executive session being held today.

**Mr. Lozada motioned to adjourn to Adjourn; Ms. Sullivan seconded the motion. Roll Call Vote: “Aye,” Mr. Lozada, Ms. Sullivan, Ms. Hail, Ms. Kwon, Mr. Kondela, Mr. Hauptman; “Nay,” none; Absent: Mr. Armenta. Motion carried.**

The meeting adjourned at 7:30 PM

Minutes approved on April 21, 2020

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President, Board of Education

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Secretary, Board of Education

**Diamond Lake School District 76 Board of Education  
Committee of the Whole Meeting Minutes  
Tuesday, April 7, 2020  
Virtual Meeting: via Zoom**

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**CALL TO ORDER / ROLL CALL Special Meeting**

Ms. Hail called the Committee of the Whole Meeting to order on Tuesday, April 7, 2020, at 7:00 PM. Ms. Kwon called the roll; answering "Present" Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon, Mr. Lozada, Ms. Sullivan; Absent: Mr. Armenta.

Also attending the meeting: Superintendent, Dr. Sharma-Lewis; Director of Technology, Mr. Hansen; Director of Finance and Operations, Mr. Rogers; Building Principals: Dr. Fredericks, Mr. Willeford, Mr. Preble, Mr. Cunningham; Recording Secretary, Ms. Carrera. Absent: Associate Superintendent for Instruction & Personnel, Dr. Juracka. There was no audience.

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

There were none.

**PRESENTATIONS**

**Distance Learning Opportunities Showcase:** Dr. Sharma-Lewis discussed that the District is currently in Phase II of DLO (Distance Learning Opportunities). DLO's are available on our school website and are organized by grade/content level giving students and parents the opportunity to access learning resources online. District grade/content level teams are still virtually meeting to give feedback on ways to enhance and share learning opportunities. Dr. Fredericks shared that DLS has 50% student engagement at this time and staff is working on individually reaching out to families individually of those with low DLO participation rates. Mr. Preble shared that WOIS is seeing over 50% participating, students are beginning to get accustomed with this new routine and staff has also been reaching out to families. Mr. Cunningham and Mr. Willeford shared that WOMS is at 70% or higher with DLO participation rates because middle school level students are comfortable with using their chromebooks. Mr. Hansen shared that the technology team had a successful device pick up day where parents felt safe and comfortable picking up devices for their students. About 10% of students still are in need of devices which the technology team is working on communicating with families on how to get them to students. The District has a "Feedback" form option that gives the ability for parents to ask questions or give feedback during this unprecedented time. The Board suggested looking into providing "hotspot" capabilities for our families to ensure equitable resources to all of our students. Lastly, Dr. Fredericks shared that the special education team has been working one on one with families whose students have IEP's. There is a lot of coaching the parents/guardians on how to be able to help their student(s) at home.

The Board thanked all of the administration and all of the staff for their hard work.

**BUSINESS AGENDA**

**Administrative: Approve Omnibus Vote Agenda**

There were no questions/comments. It is expected that the Board will take action at the Tuesday, April 21, 2020 Business Meeting:

**Items under the Omnibus Vote Agenda are considered routine and/or non controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.**

**BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru E as listed:**

A. Approval of Minutes	7
Committee of the Whole Minutes	4/07/2020
Business Meeting Minutes	3/17/2020

- B. Approve Destruction of Audio Recordings of Executive Session Minutes:  
8/21/2019, 9/04/2018
- C. Acceptance of Treasurer's Report 3/2020
- D. Approval of Payrolls 3/15/2020, 3/30/2020\*
- E. Approval of Current Bills:
- |                              |    |
|------------------------------|----|
| Education Fund:              | \$ |
| West Oak Activity Fund       | \$ |
| Operations/Maintenance Fund: | \$ |
| Debt Service Fund:           | \$ |
| Transportation Fund:         | \$ |
| Capital Outlay:              | \$ |
| TOTAL                        | \$ |

\*Pre-approval of Payrolls not to exceed \$400,000.00 each.

**Administrative: Review Resolution for Emergency Suspension of Policy Due to COVID-19**

There were no questions/comments on this item. Allows Admin to make decisions before BOE. It is expected that the Board will take action on Tuesday, April 21, 2020.

**Administrative: Review Resolution to Approve Procurement Card**

Mr. Rogers discussed the difference between the current credit card process versus procurement card process. It is expected that the Board will take action at their Business Meeting on Tuesday, April 17, 2020.

**Administrative: Review Chief School Business Official (CSBO) Title**

There were no questions/comments on this item. It is expected that the Board will take action at their Business Meeting on Tuesday, April 21, 2020.

**Administrative: Review First Reading of PRESS 103**

Ms. Hail encouraged the Board to review policies that were presented. It is expected that the Board will take action at their Business Meeting on Tuesday, April 21, 2020.

**Personnel: Approve Resolution for Personnel Items - Action**

There were no questions/comments on this item. Ms. Hail read the following resolution:

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

**1. New Hire(s):**

Employee	School	Position	Effective Date
Denisa Kerekes	DW	School Psychologist	August 2020

**2. Leave of Absence:**

Employee	School	Position	Effective Date
Kara Kazuk	DLS	Social Worker	Beginning 2020/2021 SY through 11/13/2020

Mr. Lozada moved to approve the Personnel Items; Mr. Kondela seconded the motion.  
Roll Call Vote: "Aye," Mr. Lozada, Mr. Kondela, Ms. Hail, Mr. Hauptman, Ms. Kwon, Ms. Sullivan; "Nay," none; Absent: Mr. Armenta. Motion carried.

**Board Discussion**

There were none.

**FREEDOM OF INFORMATION REQUESTS (0)**

There were none

**NOTICES AND COMMUNICATIONS:**

- **BOE Calendar:** This item is shared as informational at every Board meeting.

**PUBLIC COMMENTS (NON-AGENDA ITEMS)**

There were no questions from the public who attended the meeting virtually.

**OTHERS**

**D76 Stimulus Additional Funds:** Mr. Rogers discussed that the Federal Government is aiding schools with funds to help support resources for remote learning, meal programs, technology, distant mental health, counseling for students, cleaning/sanitizing and summer school programs.

**Property Tax Collection:** Mr. Rogers discussed a possible deferred property tax in Lake County at this time, the recommendation is to prepare for roughly a 30-60 day delay in property tax receipts. The District does not foresee any changes to our operations based on a 60 day delay in receipts.

**Food Service Extension:** Mr. Rogers gave an update to the District breakfast and lunch meal program. 50 cases of ice cream are being donated to our families from the Hershey company.

**ADJOURNMENT**

There being no other business to come before the Board, Ms. Kwon called for a motion to adjourn. There will be no Executive Session for today's meeting.

**Mr. Lozada motioned to adjourn; Ms. Sullivan seconded the motion. Roll Call Vote: "Aye," Mr. Lozada, Ms. Sullivan, Ms. Hail, Mr. Hauptman, Mr. Kondela, Ms. Kwon; "Nay," none; Absent: Mr. Armenta. Motion carried.**

The meeting adjourned at 7:50 PM

Minutes approved on April 21, 2020

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President, Board of Education

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Secretary, Board of Education



DIAMOND LAKE SCHOOL DISTRICT # 76  
Treasurer's Report  
March, 2020

Fund	Cash Bal. 02/28/2020	Receipts	Disbursements	Cash Bal. 03/31/2020	Investments at Co 03/31/2020	Fund Totals
Education	\$ 45,067.14	\$ 1,035,456.44	\$ 1,062,675.83	\$ 17,847.75	6,578,395.56	6,596,243.31
Cafeteria Plan	716,110.76	146,091.83	142,676.84	719,525.75		719,525.75
Total Education Fund	761,177.90	1,181,548.27	1,205,352.67	737,373.50	6,578,395.56	7,315,769.06
Building	1,946.03	67,371.36	66,411.85	2,905.54	1,588,130.83	1,591,036.37
Transportation	9,766.59	166,686.15	176,148.44	304.30	169,059.61	169,363.91
FICA/Medicare	1,128.10	16,732.85	17,496.45	364.50	103,967.86	104,332.36
I. M. R. F.	163.84	16,259.59	15,853.20	570.23	54,645.06	55,215.29
Debt Service Fund	2,137.71	3,215.94	4,288.48	1,065.17	51,572.54	52,637.71
Working Cash	252,013.25	6.50	0.00	252,019.75	1,463,600.16	1,715,619.91
Capital Projects Fund	(138,123.43)	100,822.73	0.00	(37,300.70)	3,533,584.24	3,496,283.54
Tort Fund	47,831.32	6.50	0.00	47,837.82	80,753.05	128,590.87
Life Safety	738.41	1.30	0.00	739.71	560,924.64	561,664.35
Diamond Lake Activity	14,676.51	1,249.67	86.87	15,839.31	0.00	15,839.31
West Oak Intermediate Activity	44,801.10	774.57	0.00	45,575.67	0.00	45,575.67
West Oak Middle Activity	24,367.34	1,249.70	1,665.67	23,951.37	0.00	23,951.37
	0.00			0.00	0.00	0.00
Total	\$ 1,022,624.67	1,555,925.13	1,487,303.63	1,091,246.17	14,184,633.55	15,275,879.72
Imprest Fund				2,500.00		2,500.00
Education-Flex Account	42,100.71	5,065.82	5,267.57	41,898.96	7,480.93	49,379.89
Insurance Coop- District Share				126,724.45		126,724.45
Petty Cash				750.00		750.00
Grand Total				1,263,119.58	14,192,114.48	15,455,234.06

As of March, 2020 the School's undistributed invested funds were as follows:

	At Cost	Maturity Value	
1	10,287,157.32	10,287,157.32	PMA-Illinois School District Liquid Asset Fund
2	1.68	1.68	PMA-Illinois School District Liquid Asset Fund-Series 2017 Bonds
3	2,213.69	2,213.69	PMA-Illinois School District Liquid Asset Fund-Series 2018 Bonds
4	3,619,114.15	3,619,114.15	PMA-Illinois School District Liquid Asset Fund-Series 2020 Bonds
5	203,971.98	203,971.98	Illinois Institutional Investors Trust (at cost)
6	7,480.93	7,480.93	Illinois Institutional Investors Trust-Flex Account
7	72,174.73	72,174.73	Illinois Funds/NBI Bank

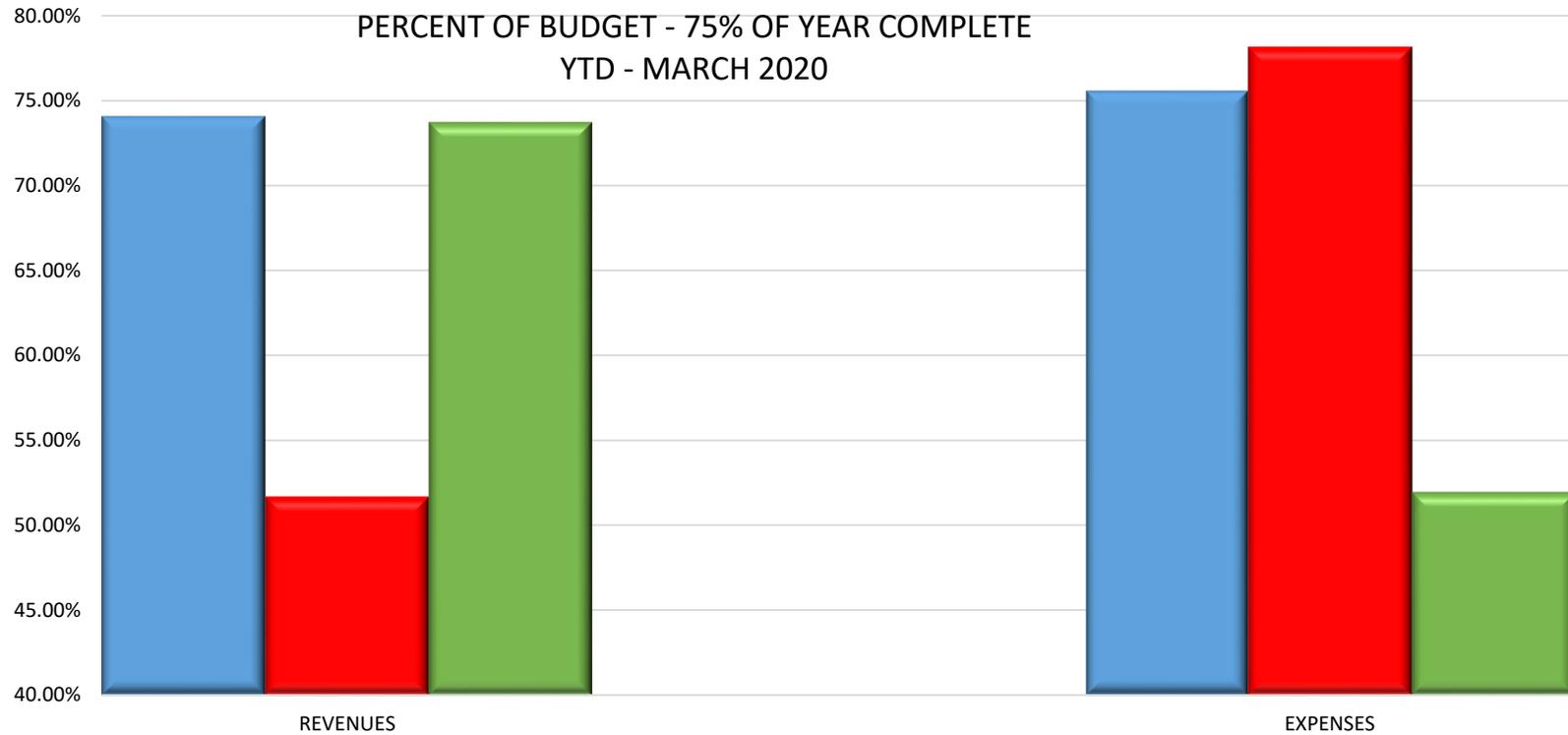
14,192,114.48

Total Investments at cost

Treasurer



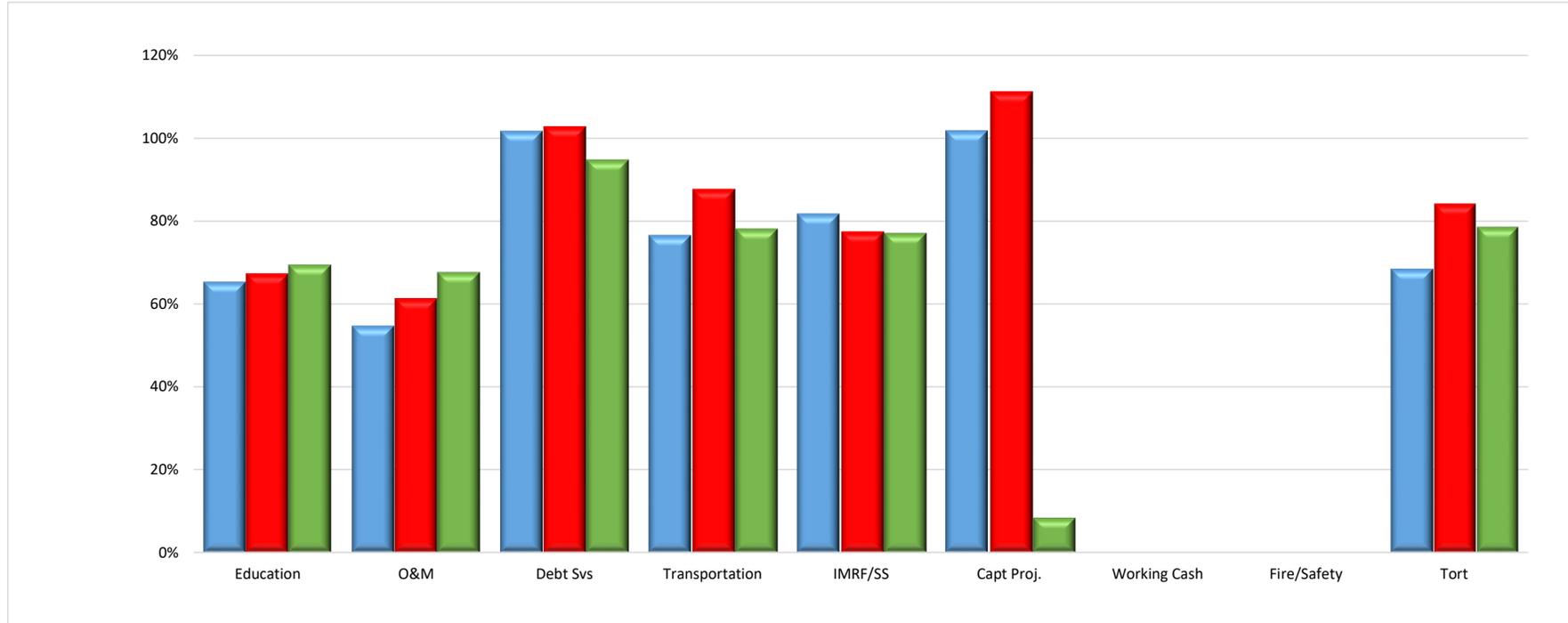
**ALL FUNDS - REVENUES AND EXPENSES  
PERCENT OF BUDGET - 75% OF YEAR COMPLETE  
YTD - MARCH 2020**



REVENUES		
FY 20		74.04%
FY 19		51.68%
FY 18		73.70%
FY 20		\$ 13,350,297
FY 19		\$ 8,900,912
FY 18		\$ 20,878,645

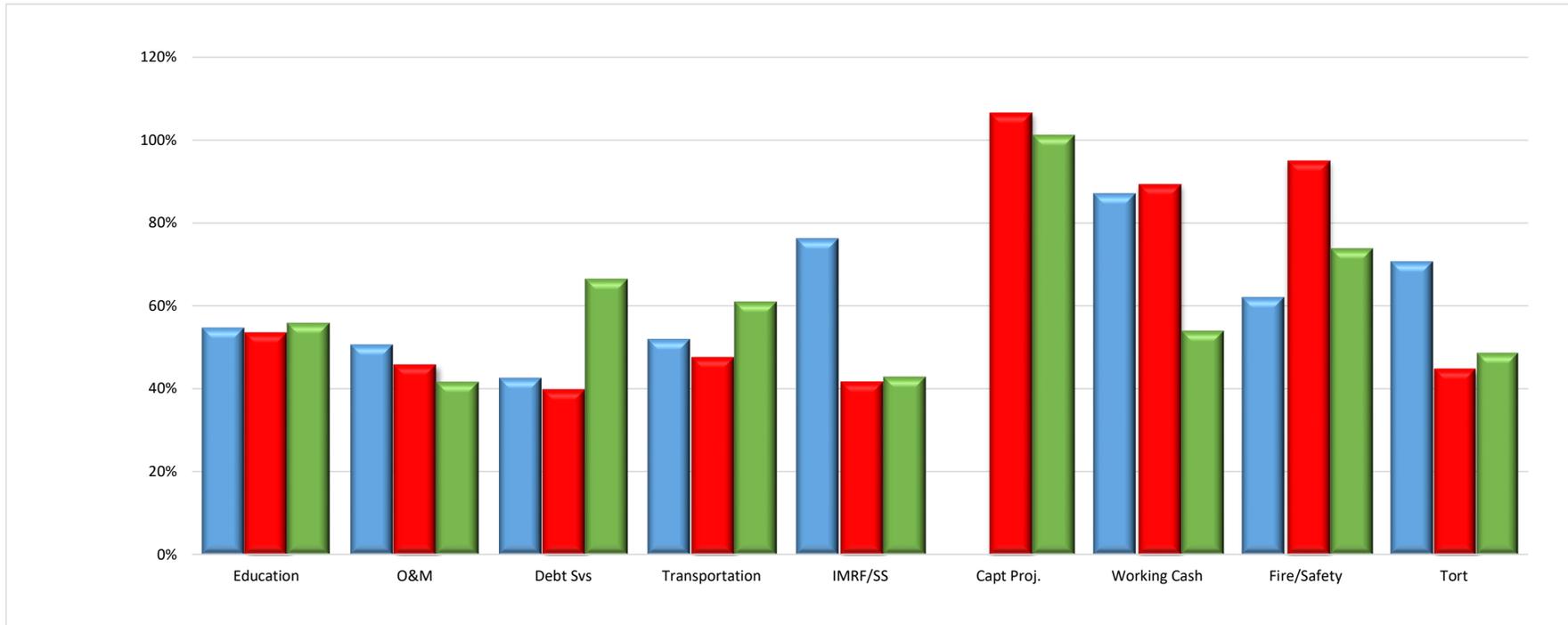
EXPENSES		
FY 20		75.54%
FY 19		78.15%
FY 18		52.00%
FY 20		\$ 18,878,238
FY 19		\$ 17,584,454
FY 18		\$ 13,016,990

**EXPENDITURE  
PERCENT OF BUDGET - 75% OF YEAR COMPLETE  
YTD - MARCH 2020**



	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 20	\$ 9,517,257	\$ 922,292	\$ 1,004,120	\$ 1,080,448	\$ 306,214	\$ 6,006,803	\$ -	\$ -	\$ 41,104
FY 19	\$ 9,015,489	\$ 1,048,947	\$ 1,407,504	\$ 940,995	\$ 277,693	\$ 4,893,568	\$ -	\$ -	\$ 46,349
FY 18	\$ 8,843,817	\$ 1,399,504	\$ 1,104,186	\$ 722,159	\$ 260,137	\$ 638,432	\$ -	\$ -	\$ 48,756

**REVENUES**  
**PERCENT OF BUDGET - 75% OF YEAR COMPLETE**  
**YTD - MARCH 2020**



	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 20	55%	51%	43%	52%	76%	0*	87%	62%	71%
FY 19	54%	46%	40%	48%	42%	107%	89%	95%	45%
FY 18	56%	42%	67%	61%	43%	101%	54%	74%	49%
FY 20	\$ 7,495,798	\$ 821,339	\$ 432,777	\$ 670,964	\$ 202,621	\$ 3,627,331	\$ 55,295	\$ 2,423	\$ 41,750
FY 19	\$ 6,988,338	\$ 788,868	\$ 414,612	\$ 488,162	\$ 115,399	\$ 31,961	\$ 53,732	\$ 6,803	\$ 13,036
FY 18	\$ 6,948,523	\$ 813,570	\$ 752,347	\$ 564,994	\$ 118,678	\$ 11,561,252	\$ 76,720	\$ 3,030	\$ 39,531

\* Revenue was not originally planned as part of FY20 budget



# Diamond Lake School District 76

**Embrace Empower Excel** Each Child Each Day

TO: Dr. Bhavna Sharma-Lewis  
FROM: Eric Rogers  
DATE: April 21, 2020  
RE: ACCOUNTS PAYABLE

The bills for April 21, 2020 are as follows:

Education Fund:	\$ 246,120.04
Diamond Lake Activity Fund:	\$ 165.96
West Oak Intermediate Activity Fund:	\$ 91.00
West Oak Activity Fund:	\$ 1,692.46
Operations/Maintenance Fund:	\$ 117,850.78
Debt Service Fund:	\$ 2,063.48
Transportation Fund:	\$ 116,875.64
Capital Outlay Fund:	\$ <u>10,000.00</u>
 Total for April 21, 2020:	 \$ 494,859.36

The bills presented this month are very comparable to last month. There are monthly payments for utilities, legal services, phone and internet services, disposal services and transportation services. Some one-time payments are as follows:

Bob Ridings Fleet Sales:	Ford F150 Work Truck	\$ 34,972.00
Frank Cooney:	Remaining Summer 2019 Furniture	\$ 10,000.00
Metro Prep:	Tuition Charge – March 2020	\$ 9,049.17
Five Star Decorating:	West Oak Garage Door Design	\$ 6,713.00
Countryside Landscaping:	Monthly District Landscaping	\$ 4,995.00
Connections Academy East:	Tuition Charge – March 2020	\$ 4,490.38
Felicity Schools:	Tuition Charge – March 2020	\$ 3,468.80
Riddiford Roofing:	West Oak Campus Roof Repairs	\$ 2,909.95
Real Graphix:	State of the District Newsletter	\$ 2,803.00
Together We Rise:	Teacher Institute Activity	\$ 2,630.00
North American:	Cleaning Supplies	\$ 2,095.49
Molly Hawkins House:	West Oak Art Supplies	\$ 1,281.81
Hodges Loizzi Eisenhammer:	February Legal Services	\$ 933.86



# **Diamond Lake School District 76**

**Embrace Empower Excel** Each Child Each Day

BOARD OF EDUCATION  
BUSINESS MEETING  
Tuesday, April 21, 2020

**The resolution is being submitted for approval at the Business Meeting on April 21, 2020.**

## **AGENDA ITEM V-B**

### **Administrative: Emergency Suspension of Policy Due to COVID-19 Pandemic**

**WHEREAS**, Section 10-16.7 of the School Code (105 ILCS 5/10-16.7) requires school boards to direct, through policy, the superintendent in his or her charge of the administration of the school district;

**WHEREAS** the School Board has adopted Policy 2:240, *Board Policy Development*, which authorizes the board to adopt, revise, and temporarily suspend board policies;

**WHEREAS**, on March 9, 2020, Illinois Governor Pritzker declared all counties in Illinois as disaster areas pursuant to Section 7 of the Illinois Emergency Management Act (20 ILCS 3305/7) and directed implementation of the State's Emergency Operations Plan in response to the novel coronavirus (COVID-19);

**WHEREAS**, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic;

**WHEREAS**, on March 13, 2020, the U.S. President declared a national state of emergency and Governor Pritzker ordered the closure of all public and private K-12 schools in Illinois until March 30, 2020, in an effort to mitigate the spread of COVID-19;

**WHEREAS**, on March 20, 2020, Governor Pritzker extended the closure of all public and private K-12 schools in Illinois until April 7, 2020; and

**WHEREAS**, the Illinois State Board of Education (ISBE), which has authority to administer attendance and school calendar requirements, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education is providing written guidance to Illinois school boards and their districts on issues related to COVID-19, including but not limited to student attendance, e-learning, meal distribution, transportation, special education, and other issues;

**THEREFORE BE IT RESOLVED**, by the Diamond Lake School District 76 Board of Education of Lake County, Illinois, as follows:

**Section 1:** The Board suspends subheads and/or other provisions of its board policies and/or whole policies, as identified previously by the Board or if not previously identified by the Board, as identified



# **Diamond Lake School District 76**

**Embrace Empower Excel** Each Child Each Day

together by the Board President and Superintendent, if such suspension is necessary to implement Executive Orders of the Governor and/or written guidance from ISBE relating to COVID-19, including any subsequent orders by the Governor to close schools, if any.

**Section 2:** The Superintendent will consult with the Board President, and as soon as practicable, but in any event prior to the emergency closure and efforts to implement written guidance from local, State, and federal health and government agencies, report to the Board regarding such emergency closure and efforts to implement written guidance.

**Section 3:** The Superintendent is authorized, after consultation with the Board President and notification to the Board, to close any school building or District facility without further action by the Board. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate local, State, and federal health and government authorities, deems it in the best interests of the District and its students to open schools.

**Section 4:** The Superintendent is authorized after notifying the Board President, based upon the needs of the District and the guidance from local, State, and federal health and government agencies, to direct staff assignments during District closures, including but not limited to essential employees who must physically report to work, and employees whose services are not needed.

**Section 5:** Access to the District's school grounds and school buildings or facilities may be limited as directed by the Superintendent during District closures relating to COVID-19.

**Section 6:** In the interest of public health, and in accordance with the Governor's Executive Order 2020-07 and subsequent guidance issued by the Illinois Attorney General, the Board may conduct open public meetings remotely via telephonic or electronic means, providing opportunity for public access and comment in accordance with the COVID-19 guidance of the Attorney General. The Board reserves the right to adjust board meeting dates, times, and locations during the District-wide emergency closure(s) in a manner consistent with the Open Meetings Act and issued COVID-19 guidance from the Illinois Attorney General, and notes that any or all Board members may attend board meetings remotely.

**Section 7:** Execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. The Board intends that the Board President has the authority to bind the Board and District and will sign this Resolution after the Board adopts it, but any signature line in this Resolution not signed by the Board President or Board Secretary may be deemed through email communications as an intent to enter into this Resolution with the same force and effect as an original executed signed document pursuant to the Illinois Electronic Commerce Security Act (5 ILCS 175/1).



**Diamond Lake School District 76**  
**Embrace Empower Excel** Each Child Each Day

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Attested by: \_\_\_\_\_, Board President

Attested by: \_\_\_\_\_, Board Secretary



**Diamond Lake School District 76**  
**Embrace Empower Excel** Each Child Each Day

BOARD OF EDUCATION  
BUSINESS MEETING  
Tuesday, April 21, 2020

**The resolution is being submitted for approval at the Business Meeting on April 21, 2020.**

**AGENDA ITEM IV-C**

**Administrative: Review Resolution to Approve Procurement Card**

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education approves the recommendation to secure procurement cards for each authorized employee of the District under such terms and conditions as approved by the Board.



**Diamond Lake School District 76**  
**Embrace Empower Excel** Each Child Each Day

BOARD OF EDUCATION  
BUSINESS MEETING  
Tuesday, April 21, 2020

**The resolution is being submitted for approval at the Business Meeting on April 21, 2020.**

**AGENDA ITEM IV-D**

**Administrative: Review Resolution to Approve Chief School Business Official (CSBO)  
Title Change**

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education approves the recommendation for Mr. Rogers' title change to Director of Finance and Operations/CSBO (Chief School Business Official) effective July 1, 2020.



**Diamond Lake School District 76**  
**Embrace Empower Excel** Each Child Each Day

BOARD OF EDUCATION  
BUSINESS MEETING  
Tuesday, April 21, 2020

**AGENDA ITEM IV-E**

**Administrative: Second Reading of PRESS 103 Policies**

The following is being included for approval at the Business Meeting on Tues, April 21, 2020.

**WHEREAS** policy creation and updates and changes to adopted policies are provided for District 76 through the subscription to Policy Reference Educational Subscription Service (PRESS) from the Illinois Association of School Boards (IASB); and

**WHEREAS** the Policy Committee reviewed the policies and a First Reading of the policies was held at the April 7, 2020 Board Committee of the Whole Meeting.

**THEREFORE BE IT RESOLVED**, the Diamond Lake School District 76 Board of Education moves to approve the policy changes as presented and reviewed in IASB PRESS Issue 103.

<b>2:125</b>	<b>Board Member Compensation Expenses</b>
<b>2:125-E1</b>	<b>Board Member Expense Reimbursement Form</b>
<b>2:125-E2</b>	<b>Board Member Estimated Expense Approval Form</b>
<b>2:150-AP</b>	<b>Superintendent Committees</b>
<b>2:160</b>	<b>Board Attorney</b>
<b>2:160-E</b>	<b>Checklist for Selecting a Board Attorney</b>
<b>4:50</b>	<b>Payment Procedures</b>
<b>4:60-AP4</b>	<b>Federal and State Award Procurement Procedures</b>
<b>4:170-AP6, E1</b>	<b>School Staff AED Notification Letter</b>
<b>5:35</b>	<b>Compliance with the Fair Labor Standards Act</b>
<b>5:35-AP1</b>	<b>Fair Labor Standards Act Exemptions</b>
<b>5:50</b>	<b>Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition</b>
<b>5:60</b>	<b>Expenses</b>
<b>5:60-AP</b>	<b>Federal and State Grant Travel Expense Procedures</b>
<b>5:60-E1</b>	<b>Employee Expense Reimbursement Reimbursement Form</b>
<b>5:60-E2</b>	<b>Employee Estimated Expense Approval Form</b>
<b>5:90-AP</b>	<b>Coordination with Children’s Advocacy Center</b>
<b>5:120-AP1</b>	<b>Statement of Economic Interests for Employees</b>
<b>5:150</b>	<b>Personnel Records</b>
<b>5:210</b>	<b>Resignations</b>
<b>6:120-AP1</b>	<b>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</b>



# **Diamond Lake School District 76**

**Embrace Empower Excel** Each Child Each Day

<b>6:135</b>	<b>Accelerated Placement Program</b>
<b>6:135-AP</b>	<b>Accelerated Placement Program Procedures</b>
<b>6:235</b>	<b>Access to Electronic Networks</b>
<b>6:280</b>	<b>Grading and Promotion</b>
<b>7:70</b>	<b>Attendance and Truancy</b>
<b>7:90</b>	<b>Release During School Hours</b>
<b>7:130</b>	<b>Student Rights and Responsibilities</b>
<b>7:190-E2</b>	<b>Student Handbook Checklist</b>
<b>7:325</b>	<b>Student Fundraising Activities</b>
<b>7:235-E</b>	<b>Application and Procedures to Involve Students in Fundraising Activities</b>
<b>8:10</b>	<b>Connection with the Community</b>
<b>8:30</b>	<b>Visitors to and Conduct on School Property</b>
<b>8:30-E1</b>	<b>Letter to Parent Regarding Visits to School by Child Sex Offenders</b>
<b>8:30-E2</b>	<b>Child Sex Offender's Request for Permission to Visit School Property</b>
<b>8:80</b>	<b>Gifts to the District</b>
<b>8:110</b>	<b>Public Suggestions and Concerns</b>

# Update Memo

Please distribute to board members and appropriate staff.

## Contents

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**Next Issue: Five-Year Reviews**

### Online Instructions

Please follow these three easy steps to log in to **PRESS**:

1. Go to [www.iasb.com](http://www.iasb.com) and click on the yellow **Member Login** button.  

2. Log in using your email address and password.
  - If you do not know your password, do not create a new account; reset your password using your district email address.
  - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty logging in to [www.iasb.com](http://www.iasb.com), please contact Kat Barone at [kbarone@iasb.com](mailto:kbarone@iasb.com).
3. Under **My Account Links**, click on **PRESS Login**.

# PRESS

## Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

### PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS Online** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

#### Have feedback on PRESS materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

## Veto Session Updates

In November 2019, the Illinois General Assembly returned to Springfield for the Fall Veto Session to consider a mix of veto overrides, new proposals, and unfinished business from the spring. What resulted were three major pieces of legislation that impact school boards and the **PRM**.

First, the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, was amended by P.A. 101-593, a trailer bill related to the legalization of recreational cannabis, to clarify workplace drug testing and other issues, including protections for Illinois employers' drug testing policies. It clarifies that the CRTA allows employers to maintain zero-tolerance drug-free workplace policies (there was concern because the Right to Privacy in the Workplace Act prohibits employers from disciplining employees for their use of *lawful products off-the-clock*). It also clarifies that employers may do reasonable and nondiscriminatory pre- and post-hiring and random drug tests for cannabis.

Second, Illinois provided a pro-labor response to the United States Supreme Court's June 2018 *Janus* decision (finding that public employees cannot be compelled to pay *fair share* union dues) with legislation amending the following statutes:

1. The Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/, amended by P.A. 101-620, (a) expands union access to employees during the work day, (b) requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources, (c) prohibits districts from disclosing certain personal information of employees, and (d) requires districts to provide unions notice of any third party requests for such information.
2. The Freedom of Information Act, 5 ILCS 140/7.5, amended by P.A. 101-620, specifically exempts from disclosure the types of employee information now prohibited from disclosure under the IELRA.

Third, 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. Districts may specify the hours during which eligible students may be absent from their schools.

The following **PRESS** materials make up this important bundle:

- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:120-AP1, Statement of Economic Interests for Employees
- 5:150, Personnel Records
- 5:280, Duties and Qualifications
- 6:235, Access to Electronic Networks
- 7:70, Attendance and Truancy
- 7:90, Release During School Hours
- 8:30, Visitors to and Conduct on School Property
- 8:110, Public Suggestions and Concerns

## PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

**Policy.** The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

**After adoption by the board, each policy should have an adoption date.**

**Administrative Procedures.** Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

**Exhibits.** Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

**Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

## Grant Accountability & Transparency Act

As part of its grant oversight function, the Ill. State Board of Education (ISBE) plans to conduct field testing in the area of travel expenses under federal and State grants during the 2020-2021 school year. In anticipation of this monitoring activity, the **PRESS** Editors have collaborated with ISBE's Federal and State Monitoring Department to revise existing and develop new **PRESS** materials to ensure they reflect the policy and procedure requirements of the federal uniform guidance for grants and the Grant Accountability and Transparency Act (GATA). The **PRESS** Editors thank ISBE for its continuing collaboration on GATA-related issues.

The following **PRESS** materials are updated:

- 2:125, Board Member Compensation; Expenses
- 2:125-E1, Board Member Expense Reimbursement Form - **REWRITTEN**
- 2:125-E2, Board Member Estimated Expense Approval Form - **REWRITTEN**
- 4:60-AP4, Federal and State Award Procurement Procedures
- 5:60, Expenses
- 5:60-AP, Federal and State Grant Travel Expense Procedures - **NEW**
- 5:60-E1, Employee Expense Reimbursement Form - **REWRITTEN**
- 5:60-E2, Employee Estimated Expense Approval Form - **REWRITTEN**

## Coordinating with Children's Advocacy Centers

As noted in **PRESS** Issue 102, a new School Code provision created by Public Act 101-531, 105 ILCS 5/22-85 (final citation pending), requires that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an *alleged incident of sexual abuse* is reported to DCFS. Following consultation with the CAC, we have created new 5:90-AP, *Coordination with Children's Advocacy Center*, to assist districts with compliance. Districts

are encouraged to contact their local CAC to customize this procedure prior to implementation.

The following **PRESS** materials are included in this bundle:

- 2:150-AP, Superintendent Committees
- 5:90-AP, Coordination with Children's Advocacy Center - **NEW**

## Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are included in this catch-all bundle:

- 5:35, Compliance with the Fair Labor Standards Act
- 5:35-AP1, Fair Labor Standards Act Exemptions
- 5:210, Resignations
- 6:135, Accelerated Placement Program
- 6:135-AP, Accelerated Placement Program Procedures
- 6:280, Grading and Promotion
- 7:190-E2, Student Handbook Checklist

## Five-Year Review Updates

**PRESS** Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

- 2:160, Board Attorney
- 2:160-E, Checklist for Selecting a Board Attorney - **REWRITTEN**
- 4:50, Payment Procedures
- 4:170-AP6, E1, School Staff AED Notification Letter
- 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities

- 7:130, Student Rights and Responsibilities
- 7:325, Student Fundraising Activities
- 7:325-E, Application and Procedures to Involve Students in Fundraising Activities
- 8:10, Connection with the Community
- 8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders
- 8:30-E2, Child Sex Offender's Request for Permission to Visit School Property
- 8:80, Gifts to the District

Please also spend time reviewing the **PRESS Online** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

## Progress Report — The contents of this table frequently change.

Topics	Our Response
<p><b>Coronavirus COVID-19</b></p> <p>The Novel Coronavirus (COVID-19) outbreak in China has since spread throughout parts of the world, including the United States. The Centers for Disease Control and Prevention has guidelines on planning, preparing, and responding to COVID-19 for US Childcare Programs and K-12 Schools, found here: <a href="http://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html">www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html</a>. The Ill. Dept. of Public Health also maintains a COVID-19 webpage, with a subpage dedicated to Schools Guidance, at: <a href="http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance">www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance</a>.</p>	<p>Refer to <b>PRESS</b> policy 4:180, <i>Pandemic Preparedness</i>, and its administrative procedures.</p>
<p><b>Title IX Proposed Rules</b></p> <p>The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through 1-31-19. Those comments are currently under review but there is no deadline by which the proposed regulations must be finalized.</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation and update materials when necessary.</p>
<p><b>Implementation Date Delayed for Amendments to 105 ILCS 5/14-8.02f(c)</b></p> <p>In August 2019, 105 ILCS 5/14-8.02f(c), amended by P.A. 101-515, required that no later than three (was five) days prior to an Individualized Education Program meeting, districts must provide parents/guardians with copies of all written material that will be considered during the meeting. During the veto session, 105 ILCS 5/14-8.02f(c), amended by P.A. 101-598, delayed the implementation date to 7-1-20.</p>	<p>No <b>PRESS</b> materials are affected. Ill. Council of School Attorneys <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised May 2015, published by ICSEA) will be updated mid-2020.</p>
<p><b>Updated Asthma Medication Rules</b></p> <p>105 ILCS 5/22-33, amended by P.A. 100-726, made changes that permit schools to establish a policy providing for the stocking and use of undesignated asthma medication. ISBE responded by updating the rules governing undesignated medications at 23 Ill.Admin.Code §1.540. See 44 Ill. Reg. 1929.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Time Out/Seclusion/Restraint</b></p> <p>In November 2019, ISBE issued emergency rules prohibiting the use of isolated time out and physical restraint. In December 2019, ISBE amended the emergency rules to allow the limited use of supine physical restraint. In February 2020, ISBE again amended the emergency rules to allow the limited use of isolated time out. The Special Education Committee of the Ill. Council of School Attorneys collaborated with ISBE on guidance regarding the emergency rules, at: <a href="http://www.isbe.net/Documents/Guidance-FAQs-Time-out-Restraint.pdf">www.isbe.net/Documents/Guidance-FAQs-Time-out-Restraint.pdf</a>.</p> <p>Permanent rules governing the use of time out, isolated time out, and restraint are pending via the administrative rulemaking process, and numerous bills related to time out, seclusion, and restraint are being considered by the General Assembly.</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update materials when necessary.</p>

## Progress Report — *continued*

Topics	Our Response
<p><b>Transgender Task Force Report</b></p> <p>On 1-10-20, the Affirming and Inclusive Schools Task Force delivered a report to the Governor detailing recommended procedures and best practices for K-12 schools to support transgender, nonbinary, and gender nonconforming students. The report is available online at: <a href="http://www2.illinois.gov/IISNews/21019-Affirming_and_Inclusive_Schools_Task_Force_Report.pdf">www2.illinois.gov/IISNews/21019-Affirming_and_Inclusive_Schools_Task_Force_Report.pdf</a>. ISBE non-regulatory guidance documents and resources are available here: <a href="http://www.isbe.net/supportallstudents">www.isbe.net/supportallstudents</a>.</p>	<p>No <b>PRESS</b> materials are affected at this time; please see footnote two of <b>PRESS</b> policy 7:10, <i>Equal Educational Opportunities</i>, for more information specific to this topic. We will monitor the situation, collaborate with ISBE, and update materials if necessary.</p>

### Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:125, Board Member Compensation; Expenses	The policy, Legal References, and footnotes are updated in response to the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/, and in anticipation of grant monitoring activity by the Ill. State Board of Education (ISBE) during the 2020-21 school year. A new subhead, <b>Additional Requirements for Travel Expenses Charged to Federal and State Grants</b> , is added. Continuous improvement updates and minor style changes are also made to the policy and footnotes.	<input type="checkbox"/>
2:125-E1, Board Member Expense Reimbursement Form	<b>REWRITTEN.</b> The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
2:125-E2, Board Member Estimated Expense Approval Form	<b>REWRITTEN.</b> The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated to facilitate implementation of 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, for the reasons discussed below in 5:90-AP, <i>Coordination with Children’s Advocacy Center</i> .	<input type="checkbox"/>
2:160, Board Attorney	The policy and footnotes are updated in response to a five-year review and <b>PRESS</b> Advisory Board (PAB) feedback.	<input type="checkbox"/>
2:160-E, Checklist for Selecting a Board Attorney	<b>REWRITTEN.</b> The exhibit is updated for the reasons discussed in 2:160, <i>Board Attorney</i> , above.	<input type="checkbox"/>
4:50, Payment Procedures	The policy is unchanged. A footnote is updated in response to a five-year review.	<input type="checkbox"/>
4:60-AP4, Federal and State Award Procurement Procedures	The procedure is updated in response to GATA and federal procurement regulations that address the purchase of recovered (recycled) materials. Minor style changes are also made to the procedure.	<input type="checkbox"/>
4:170-AP6, E1, School Staff AED Notification Letter	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:35, Compliance with the Fair Labor Standards Act	The policy is updated with minor style changes to align policy titles in the <b>PRM</b> . The footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 29 C.F.R. Part 541, amended at 84 Fed.Reg. 51230, raising the salary threshold for non-exempt employees under the Fair Labor Standards Act.</li> <li>2. Continuous improvement updates.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:35-AP1, Fair Labor Standards Act Exemptions	The procedure is updated for the reasons discussed in 5:35, <i>Compliance with the Fair Labor Standards Act</i> , above.	<input type="checkbox"/>
5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	The policy is unchanged. Footnotes seven and nine are updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), amended by P.A. 101-593. The law clarified several cannabis-legalization concerns that Illinois employers had, including discipline parameters for on and off-duty law enforcement officers. Footnote seven contains directions for boards that employ school resources officers (SROs) (as opposed to entering into contracts with local law enforcement agencies for SRO services) to consult their board attorneys regarding specific policy text that pertains to discipline of the SROs that the board employs. Other additions to the footnotes included reference to the Ill. Vehicle Code's legal presumptions for when an individual is under the influence of tetrahydrocannabinol (THC). See 635 ILCS 5/11-501.2(b-5).	<input type="checkbox"/>
5:60, Expenses	The policy, Legal References, and footnotes are updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
5:60-AP, Federal and State Grant Travel Expense Procedures	<b>NEW.</b> The procedure is created for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
5:60-E1, Employee Expense Reimbursement Form	<b>REWRITTEN.</b> The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
5:60-E2, Employee Estimated Expense Approval Form	<b>REWRITTEN.</b> The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
5:90-AP, Coordination with Children's Advocacy Center	<b>NEW.</b> The procedure is created to facilitate implementation of 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, which requires districts within a county served by an accredited Children's Advocacy Center (CAC) to coordinate with the CAC when investigating an <i>alleged incident of sexual abuse</i> .	<input type="checkbox"/>
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated and its footnote deleted in response to 5 ILCS 420/4A-106.5, amended by P.A. 101-617, restoring February 1st as the annual date by which districts must provide to the county clerk a certified list of employees required to file a statement of economic interest. Minor style changes are also made to the procedure.	<input type="checkbox"/>
5:150, Personnel Records	The Legal References are updated. The footnotes are updated in response to the Freedom of Information Act, 5 ILCS 140/7.5(oo), added by P.A. 101-620 (final citation pending), exempting from disclosure specific types of personal information about employees that the Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/3(d), added by P.A. 101-620, now prohibits from being disclosed to third parties. A Cross Reference is also updated.	<input type="checkbox"/>
5:210, Resignations	The policy is unchanged. Footnote two is updated in response to 105 ILCS 5/24-14, amended by P.A. 101-531, and ISBE non-regulatory guidance on the application of 105 ILCS 5/24-14 to teacher resignations.	<input type="checkbox"/>
5:280, Duties and Qualifications	The Legal References and footnotes are updated in response to amended ISBE rules governing educator licensure and for continuous improvement.	<input type="checkbox"/>
6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities	The procedure is updated in response to a five-year review.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:135, Accelerated Placement Program	The Legal References and footnotes are updated for continuous improvement and in response to amended ISBE rules implementing the Accelerated Placement Act, 105 ILCS 5/14A.	<input type="checkbox"/>
6:135-AP, Accelerated Placement Program Procedures	The procedure and footnotes are updated for the reasons discussed above in 6:135, <i>Accelerated Placement Program</i> , above.	<input type="checkbox"/>
6:235, Access to Electronic Networks	The policy is unchanged. The footnotes are updated for the reasons discussed in 8:110, <i>Public Suggestions and Concerns</i> , below.	<input type="checkbox"/>
6:280, Grading and Promotion	The policy and footnotes are updated in response to the ISBE discontinuing the <i>Partnership for Assessment of Readiness for College and Careers</i> (PARCC) as the State assessment and accountability measure back in 2019.	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy and Cross References are updated in response to the following laws:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/26-2a, amended by P.A. 100-810, which amended valid causes for absences to include a student’s <u>mental, emotional, or physical</u> health or <u>safety</u>; and</li> <li>2. The Election Code, 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20, which created a valid cause for absence that applies to students who are eligible to vote.</li> </ol> <p>Other continuous improvement updates were made throughout the footnotes.</p>	<input type="checkbox"/>
7:90, Release During School Hours	The policy, Legal References, and footnotes are updated in response to the Election Code, 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20. The policy contains an optional subhead entitled <b>Voting</b> for unit and high school districts that addresses the release of students who are eligible to vote.	<input type="checkbox"/>
7:130, Student Rights and Responsibilities	The policy is unchanged. The footnotes are updated in response to U.S. Dept. of Education guidance on constitutionally protected prayer in public schools, and with minor continuous improvement changes after a five-year review.	<input type="checkbox"/>
7:190-E2, Student Handbook Checklist	The exhibit and footnotes are updated in response to numerous legislative amendments regarding required and recommended notices to students and parents/guardians and for continuous improvement.	<input type="checkbox"/>
7:325, Student Fundraising Activities	The policy is unchanged. Minor five-year review and continuous improvement updates are made to the footnotes.	<input type="checkbox"/>
7:325-E, Application and Procedures to Involve Students in Fundraising Activities	The exhibit is updated with minor continuous improvement changes after a five-year review.	<input type="checkbox"/>
8:10, Connection with the Community	The policy and footnotes are updated in response to a five-year review. Minor changes are made to align with present-day social medial platform usage patterns along with other changes for continuous improvement.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	The policy, Legal References, and footnotes are updated in response to the IELRA, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day, without loss of pay or leave time, for certain reasons. Other continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders	The exhibit is updated with minor continuous improvement changes after a five-year review.	<input type="checkbox"/>
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property	The exhibit is updated with minor continuous improvement changes after a five-year review.	<input type="checkbox"/>
8:80, Gifts to the District	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
8:110, Public Suggestions and Concerns	<p>The policy, Legal References, footnotes, and Cross References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/14(c-5), added by P.A. 101-620, requiring districts to establish email policies in an effort to prohibit the use of their email systems by third parties.</li> <li>2. Continuous improvement and minor style updates.</li> </ol>	<input type="checkbox"/>

### **PRESS Issue 103 Trivia**

122 PRM pages • 227 footnotes • 28,668 words • 39 PRM materials



The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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The Policy Reference Education Subscription Service (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

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**James Wagner**, Office of General Counsel, State and federal regulations monitor, editor



## Document Status: Draft Update - Rewritten

### 2:160-E Exhibit - Checklist for Selecting a Board Attorney

The Board of Education selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at [www.iasb.com/about-us/staff/#office-general-counsel](http://www.iasb.com/about-us/staff/#office-general-counsel). [PRESSPlus1](#)

#### Determine what type of legal services the District needs.

1. Review Board policy 2:160, *Board Attorney*. **Note:** Critically analyze whether the District's legal needs are best served by in-house attorney(s) or outside attorney(s)/law firms. Many districts use a combination of these services. Many districts also use multiple attorney(s)/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
  - District's size;
  - Any past and current experiences with legal matters;
  - Complexity of the District's legal needs;
  - Availability of expertise; and
  - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

#### Develop a list of qualifications necessary for providing quality legal services to the District.

1. Review policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
  - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)
  - Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
  - Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.
  - Experience in all aspects of contract, employment, and school law
  - Experience that meets the District's needs, including litigation experience in State and federal courts
  - Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
  - Demonstrated knowledge of and ability to apply professional responsibility rules
  - Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
  - Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
  - When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

#### Develop the RFP.

1. Insert the list of qualifications that the Board developed.
2. Include the following information:

- The deadline for responses to be submitted

- The location (address or email) where responses should be sent
- A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
- Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
- The scope of work, e.g., "The Board Attorney will provide legal advice concerning [typical duties, specific duties, excluded duties]."
- Qualifications
- Details about interviews and presentations

3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., "Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options."
- A summary of the responder's relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP's qualifications
- References including current or past clients

**Announce the RFP.**

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board's sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District's website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICSA is on the IASB website, [www.iasb.com](http://www.iasb.com). A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICSA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement "The [Insert District's name] Board of Education Requests Proposals to Provide Legal Services."
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [date]. The length of the appointment is at the Board's discretion.
4. State the School District's philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [certain time and date] to [name and title of person receiving applications].

**Receive and manage responses to the RFP.**

1. Review policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts applications is at the Board's sole discretion and should be decided by the Board prior to posting the RFP announcement.
2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.
3. The designated person will contact RFP responders for interviews.

**Develop interview questions if the Board interviews attorneys or law firms.**

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:

- What do you see as your role as Board Attorney?

- How many other school districts do you currently represent?
- What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
- How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
- What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at [www.illinoiscourts.gov/supremecourt/rules/art\\_viii/default\\_new.asp](http://www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp), require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your Board of Education clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ... involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

**Develop an interview protocol.** Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
  - Introduce Board members to the responder
  - Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
  - Describe the District's philosophy or mission statement
  - Describe the Board Attorney position by reviewing the RFP
  - Begin asking the interview questions (see *Develop interview questions*, above)
  - Ask the responder whether he or she has any questions for the Board
  - Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

**Conduct a reference check and other background investigation(s).**

1. The Board President may perform this check or direct the Superintendent to:

- Check the ARDC's master roll of attorneys as "Authorized to Practice Law" (To do this, enter the attorney's name into the ARDC's registration and public disciplinary records database at: [www.iardc.org/lawyersearch.asp](http://www.iardc.org/lawyersearch.asp).)
  - Click on the attorney's name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
  - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
  3. Call references provided by the responder.

**Enter into a written agreement or engagement letter with the selected attorney or law firm.**

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
  - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)
  - The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
  - Fee arrangement
  - Scope of services
  - Which attorneys will be providing legal services
  - A statement that the Board controls all legal decisions
  - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
  - Board's right to terminate the services of the attorney and law firm at any time for any reason
4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

**Announce the appointment to District staff and community.**

1. The contents of the announcement and length of time it is displayed are at the Board's sole discretion.
2. The Board may want to consider announcing during an open meeting. See policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
  - The Board appointed [attorney's name or law firm name] as the Board Attorney
  - The appointment will begin on [date] for [length of time]
  - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., "[Attorney or lawfirm's name] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [Attorney or lawfirm's name] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge."

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to incorporate numerous style updates and corrections in response to its five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

## *Document Status: Draft Update*

### **2:125 Board Member Compensation; Expenses**

#### Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

#### Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

#### Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (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.

#### Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it 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.

#### Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

#### Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

## Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

## Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member 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 or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

## Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
  - a. 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. [Q1](#)
  - b. 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.
  - c. 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.
  - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
  - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members 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 [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

## 30 ILCS 708/, Government Accountability and Transparency Act.

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: March 19, 2019

\*\*\*Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
  - No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
- 

### **PRESSPlus Comments**

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

**Issue 103, March 2020**

## Document Status: Draft Update

### 2:160 Board Attorney

The Board of Education may enter into agreements for retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: March 19, 2019~~

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

## Document Status: In Progress by IASB

### 2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The Board of Education fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see [Vacancies on the Board of Education](#), published by a committee of the Ill. Council of School Attorneys, and available at: [www.iasb.com/law/vacancies.cfm](http://www.iasb.com/law/vacancies.cfm).

**Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the Board of Education - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be <i>held over</i> by the incumbent member, and (2) the process by which the Board will fill the seat.	The School Code partially addresses the concept of a <i>holdover seat</i> ; it states “no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified.” 105 ILCS 5/10-11.

**Notify the Regional Superintendent of the vacancy within five days of its occurrence (105 ILCS 5/10-10).**

**Develop a list of qualifications for appointment of a person to fill the vacancy.**

Guidelines	Explanation
<p>At a minimum, a candidate must meet the following qualifications:</p> <ul style="list-style-type: none"> <li>• Be a United States citizen</li> <li>• Be at least 18 years of age</li> <li>• Be a resident of Illinois and the District for at least one year immediately preceding the appointment</li> </ul> <ul style="list-style-type: none"> <li>• Be a registered voter</li> <li>• Not be a child sex offender</li> <li>• Not hold another incompatible public office</li> <li>• Not have a prohibited interest in any contract with the District</li> <li>• Not be a school trustee</li> <li>• Not hold certain types of prohibited State or federal employment</li> </ul>	<p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i>, available at: <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a></p> <p>For guidance regarding conflict of interest and incompatible offices, see <a href="#">Conflict of Interest and Incompatible Offices FAQ</a> (ICSA).</p>
When additional qualifications apply, the following items may be included in	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional

<p>the Board's list of qualifications:</p> <ul style="list-style-type: none"> <li>• Meet all qualifications based upon the distribution of population among congressional townships in the district.</li> <li>• Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.</li> </ul>	<p>townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11.</p> <p><b>Note:</b> If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.</p>
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**Decide who will receive completed vacancy applications.**

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

**Create the Board member vacancy announcement.**

Announcement	Explanation
<p><b>School District _____ Board Member Vacancy</b></p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p>
<p>The individual selected will serve on the Board of Education from the date of appointment to [date].</p>	<p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the Board of Education - Filling Vacancies</i>, to determine the length of the appointment.</p>
<p>The School District [School District's philosophy or mission statement].</p>	<p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [Board's list of qualifications].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy above</i>.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [locations].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the Board of Education</i>; Indemnification; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p>
<p>Applications may be obtained at [location and address and/or website] beginning on [date and time].</p> <p>Completed applications may be turned in by [time and date] to [name and title of person receiving applications].</p>	<p>See action item titled <i>Decide who will receive completed vacancy applications above</i>.</p>

**Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**

**Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).**

**Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).**

**Develop interview questions.**

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB's <i>Recruiting School Board Candidates</i>, available at: <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a></p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

**Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.</p> <p>Describe the District's philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and</p>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings. 105 ILCS 5/10-13.</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

(2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.

Begin asking the interview questions that the Board developed.

Ask the candidate whether he or she has any questions for the Board.

Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.

**Fill vacancy by a vote during an open meeting of the Board before the 60<sup>th</sup> day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).**

**Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).**

**Announce the appointment to District staff and community.**

Announcement	Explanation
<p>The Board appointed [<i>appointee's name</i>] to fill the vacancy on the Board.</p> <p>The appointment will be from [<i>date</i>] to [<i>date</i>].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [<i>Appointee's name</i>] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [<i>Appointee's name</i>] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p>

**Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and 2:120-E1, <i>Guidelines for Serving as a Mentor to a New Board of Education Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: <a href="http://www.iasb.com/principles_popup.cfm">www.iasb.com/principles_popup.cfm</a>.</p>

**Inform IASB of the newly appointed Board member's name and directory information.**

## Document Status: Draft Update - Rewritten

### 2:125-E1 Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print. [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Receipts attached** Request Date: \_\_\_\_\_

**Estimated expenses attached** (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

**Approved expense advancement (voucher) attached, if applicable\*** (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

<b>Actual Expense Report</b>										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, <i>Board Member Compensation; Expenses</i> .										
Auto Travel Allowance: _____ per mile										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst   Lunch   Dinner	Item	Cost			
<b>Subtotal</b>										
<b>Advances</b>									-	
<b>TOTAL</b> (a negative amount indicates refund due from Board member)									<b>\$</b>	

Submitting Board Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board Action:**

- Approved**       **Denied**
- Approved in Part**    **Exceeds Maximum Allowable Amount**
- Grant Funding Source** (if applicable): \_\_\_\_\_ 44 \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 2:125 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

## Document Status: Draft Update - Rewritten

### 2:125-E2 Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print. [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

**Travel is grant-related\*** (specify grant): \_\_\_\_\_

**Purchase Order Requested**

Purchase Order #: \_\_\_\_\_

**Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
<i>*Grant-related travel only: Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.</i>										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
<b>Total</b>				46						\$

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Submitting Board Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board Action:**

**Approved**       **Denied**

**Approved in Part**    **Exceeds Maximum Allowable Amount**

**Grant Funding Source** (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 2:125 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

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

### **4:50 Payment Procedures**

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

#### LEGAL REF.:

105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

**ADOPTED: March 19, 2019**

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## Document Status: In Progress by IASB

### 5:30 Hiring Process and Criteria

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

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

#### Job Descriptions

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

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

#### Investigations

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

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

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

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.<sup>Q1</sup>
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

## Physical Examinations

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

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

## Orientation Program

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

## LEGAL REF.:

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

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

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

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

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

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## Questions and Answers:

\*\*\*Required Question 1. A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

Has the Board adopted the exceptions into this policy, adding to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."?

No. (default)

Yes. The Board has consulted its board attorney and has adopted the exceptions into the policy. Add to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the

applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."

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## Document Status: In Progress by IASB

### 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

*Title has been updated. Original Title: Drug- and Alcohol-Free Workplace; Tobacco Prohibition*

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA).

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

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

For purposes of this policy, *District premises* means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

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

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

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.

6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

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

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

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

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

*E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.<sup>Q2</sup>

#### District Action Upon Violation of Policy

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

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

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

#### Disclaimer

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

#### LEGAL REF.:

Americans With Disabilities Act, 42 U.S.C. §12114.

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

30 ILCS 580/, Drug-Free Workplace Act.

105 ILCS 5/10-20.5b.

410 ILCS 82/, Smoke Free Illinois Act.

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

410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.

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

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

21 C.F.R. Parts 1100, 1140, and 1143.

23 Ill.Admin.Code §22.20.

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

\*\*\*Required Question 1. An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

Has the board adopted the phrase "or being on call" into this policy?

- Yes (default)
- No. (IASB will remove "or being on call")

\*\*\*Required Question 2. Optional. Including the statutory example that includes the term *vape pen* provides notice that vaping products are also prohibited through the term e-cigarette. Choose from the following options:

- Include the default sentence. (default)
  - Replace "includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device" with "shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."
-

## Document Status: Draft Update

### 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. The District 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 the District'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 Superintendent 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 Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (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 the District. 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 Superintendent 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 the District'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 the District'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 the District in advance.

## Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. 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. [Q1](#)
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. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
4. Taxis, airport limousines, ride sharing services, or other local transportation costs.

## Mileage

**Please refer to the applicable collective bargaining agreement(s).**

**For employees not covered by this agreement:**

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.

## Meals

Meals charged to the District 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 [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent 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 District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[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: March 19, 2019](#)

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## Questions and Answers:

\*\*\*Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

Yes (default)

No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

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## PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), and the **PRESS** Update Memo for more information.

**Issue 103, March 2020**

## Document Status: In Progress by IASB

### 5:90 Abused and Neglected Child Reporting

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

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

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

#### Alleged Incidents of Sexual Abuse: Investigations

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

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

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

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

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

#### Special Board of Education Member Responsibilities

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

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

#### LEGAL REF.:

105 ILCS 5/10-21.9.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

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

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

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## Document Status: Draft Update

### 5:100 Staff Development Program

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

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

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

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within ~~one year~~ **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 ~~five~~ **three** years (see policy 5:90, *Abused and Neglected Child Reporting*). [PRESS Plus 1](#)
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. 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.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.

12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols. [PRESSPlus2](#)
15. For all District staff, annual sexual harassment prevention training. [PRESSPlus3](#)

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

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

#### LEGAL REF.:

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.

7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109, III. Human Rights Act.

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

77 Ill.Admin.Code §527.800.

CROSS REF.:3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: March 19, 2019

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See also policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 150/25, added by P.A. 101-50, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. **Issue 102, October 2019**



## Document Status: In Progress by IASB

### 5:120 Employee Ethics; Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

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

#### Statement of Economic Interests

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

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

#### Ethics and Gift Ban

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

#### Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

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

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

#### Outside Employment

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

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39 and 5/22-5.

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

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct)

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## Document Status: Draft Update

### 5:150 Personnel Records

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

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

**Please refer to the applicable collective bargaining agreement(s).**

**For employees not covered by a current applicable bargaining agreement:**

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

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

ADOPTED: March 19, 2019

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### PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

## Document Status: In Progress by IASB

### 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants Board of Educations other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Diamond Lake School District 76, Lake County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 17th day of December, 2019.

Attested by: Board President

Attested by: Board Secretary

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## Document Status: Draft Update - Rewritten

### 5:60-E1 Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures. [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Receipts attached Request Date: \_\_\_\_\_

Estimated expenses attached (Completed 5:60-E2, Employee Estimated Expense Approval Form)(pre-approval is required for federal and state grants).

Approved expense advancement (voucher) attached, if applicable\* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, Expenses.										
Auto Travel Allowance: _____ per mile										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other		Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item	Cost		
<b>Subtotal</b>										
<b>Advances</b>										
<b>TOTAL</b> (A negative amount indicates refund due from employee.)									\$	

Superintendent or Designee: \_\_\_\_\_  Approved  Denied  
 (below maximum allowable amount)  Approved in Part  
 Grant Funding Source (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 Superintendent or Designee Signature Date

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Board Action (exceeds maximum allowable amount):  Approved  Denied  
 Approved in Part

**Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

# Document Status: Draft Update - Rewritten

## 5:60-E2 Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print: [PRESSPlus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

**Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

**Travel is grant-related\*** (specify grant): \_\_\_\_\_

**Purchase Order Requested** Purchase Order #: \_\_\_\_\_

**Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
* <b>Grant-related travel only:</b> Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.										
Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch Dinner	Item			
<b>Total</b>										\$

**Superintendent or Designee:**

Approved  Denied

(below maximum allowable amount)

Approved in Part

Grant Funding Source (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

**Board Action** (exceeds maximum allowable amount):

Approved  Denied

Approved in Part

Grant Funding Source (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**PRESSPlus Comments**

PRESSPlus 1. Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 5:60 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**

## *Document Status: In Progress by IASB*

### **5:200 Terms and Conditions of Employment and Dismissal**

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

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Evaluation

**Please refer to the applicable collective bargaining agreement(s).**

Nursing Mothers

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

School Social Worker Services Outside of District Employment

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

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

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

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

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

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## *Document Status: In Progress by IASB*

### **5:220 Substitute Teachers**

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

#### Short-Term Substitute Teachers

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

#### Emergency Situations

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

#### LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

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## *Document Status: In Progress by IASB*

### **5:250 Leaves of Absence**

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

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Child-Rearing Leave(Parental Leave), Professional Meeting Leave, Professional Visitation

#### **Please refer to the applicable collective bargaining agreement(s).**

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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

#### Sabbatical Leave

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

#### Leave to Serve as an Election Judge

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

#### Leaves for Service in the Military

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

#### General Assembly Leave

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

#### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

#### School Visitation Leave

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

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

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

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

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

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

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

LEGAL REF.:

10 ILCS 5/13-2.5

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

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

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## Document Status: Draft Update

### 5:280 Duties and Qualifications

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

#### Paraprofessionals

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

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

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

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

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

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

#### Coaches and Athletic Trainers

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

#### Bus Drivers

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

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

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

## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to amended III. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

## *Document Status: In Progress by IASB*

### **5:290 Employment Termination and Suspensions**

#### Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

#### Non-RIF Dismissal

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

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

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

#### Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

#### Final Paycheck

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

#### Suspension

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

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

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

LEGAL REF.:

5 ILCS 430 et seq.

105 ILCS 5/10-22.34c and 5/10-23.5.

325 ILCS 5/7.4(c-10).

820 ILCS 105/4a.

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

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## Document Status: In Progress by IASB

### 5:330 Sick Days, Vacation, Holidays, and Leaves

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

#### Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

#### Holidays

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

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day

Casimir Pulaski's Birthday                      Thanksgiving Day  
Memorial Day                                      Christmas Day  
Independence Day

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

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave
5. Leave to serve as an election judge.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

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

## *Document Status: In Progress by IASB*

### **6:20 School Year Calendar and Day**

#### School Calendar

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

#### Commemorative Holidays

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

#### School Day

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

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-24.46, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

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## Document Status: Draft Update

### 6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science. [PRESSPlus1](#)
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.* [PRESSPlus2](#)
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, [PRESSPlus3](#) including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, [PRESSPlus4](#) and (g) Illinois history. [PRESSPlus5](#)
13. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.[Q1](#)

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

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

47 C.F.R. §54.520

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.

625 ILCS 5/6-408.5.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.:6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

**ADOPTED: March 19, 2019**

**Questions and Answers:**

\*\*\*Required Question 1. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute.

Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20. The statute specifically states that school districts may utilize private funding available for offering civics education. **Issue 102, October 2019**

PRESSPlus 2. This language aligns with policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, which requires bullying prevention instruction as part of a district's Bullying Prevention and Response Plan. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history

instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter. **Issue 102, October 2019**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (beginning with the 2020-2021 school year). **Issue 102, October 2019**

## Document Status: Draft Update

### 6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

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

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

105 ILCS 5/14A.

[23 Ill.Admin.Code Part 227, Gifted Education, PRESSPlus1](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

**ADOPTED: March 19, 2019**

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### PRESSPlus Comments

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

## *Document Status: In Progress by IASB*

### **6:150 Home and Hospital Instruction**

A student who is absent from school, 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 Illinois 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 instruction provisions for students who have not been identified for special education 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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) 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) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school 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 Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

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## Document Status: Draft Update

### 6:280 Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) *Partnership for Assessment of Readiness for College and Careers* (PARCC), *PRESSPlus1* and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

*ADOPTED: March 19, 2019*

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### PRESSPlus Comments

PRESSPlus 1. Starting in 2019, PARCC was no longer used by the Ill. State Board of Education as the State assessment and accountability measure. **Issue 103, March 2020**

## Document Status: In Progress by IASB

### 7:20 Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### Making a Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### **Nondiscrimination Coordinator:**

Dr. Bhavna Sharma-Lewis

500 Acorn Lane, Mundelein, IL 60060

bsharmalewis@dist76.org

847-566-9221

**Complaint Managers:**

Dr. Bhavna Sharma-Lewis	Eric Rogers
500 Acorn Lane, Mundelein, IL 60060	500 Acorn Lane, Mundelein, IL 60060
bsharmalewis@dist76.org	erogers@dist76.org
847-566-9221	847-388-2588

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District’s student handbook(s), on the District’s website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse

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 any response required by this policy.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action 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.

105 ILCS 5/10-20.12, 10-22.5, 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), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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## Document Status: Draft Update

### 7:70 Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (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 8, 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, and (5) any child absent because his or her religion forbids secular activity on a particular day.

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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, PRESSPlus1 or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 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 the School Code, Section 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic

or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 16.

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

23 Ill.Admin.Code §§1.242 and 1.290.

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

ADOPTED: March 19, 2019

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**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

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

### **7:130 Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

*Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

**ADOPTED: March 19, 2019**

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## *Document Status: In Progress by IASB*

### **7:150 Agency and Police Interviews**

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

#### LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-85 (final citation pending)

55 ILCS 80/, Children's Advocacy Center Act.

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

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

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## Document Status: In Progress by IASB

### 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 dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. 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 medication.

The Building Principal 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 and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee 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 and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District 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 asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District 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, and/or a medication required under a qualifying plan.

#### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. 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.

#### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. 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.

#### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District 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 the District or one of its schools. A school 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.

#### School District Supply of Undesignated Glucagon<sup>Q1</sup>

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school 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 District;
  - 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 school-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 the District or school, 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. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care

professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent 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 the District 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.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

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#### **Questions and Answers:**

\*\*\*Required Question 1. Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. **A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it.** Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

Has the Board adopted the School District Supply of Undesignated Glucagon subsection?

Yes (default)

No (IASB will delete the School District Supply of Undesignated Glucagon subsection and its Void Policy language)

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

### 7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

#### LEGAL REF.:

105 ILCS 5/10-20.19(3).

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: March 19, 2019

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## Document Status: Draft Update

### 8:10 Connection with the Community

#### Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, PRESSPlus1 e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

#### Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
  - a. Commit to the determined purpose(s) and objective(s), and
  - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent or designee will:
  - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
  - b. The Superintendent will: (1) a) At least annually, prepare a report for the of each community engagement initiative, and/or (2)
  - c. Prepare a final report of the each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for information regarding *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

## Document Status: In Progress by IASB

### 8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

**Please refer to the applicable collective bargaining agreement(s).**

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:<sup>Q1</sup>

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

#### LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).

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

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

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#### **Questions and Answers:**

\*\*\*Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both *school events* and *meetings*. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

Consult the board attorney before narrowing the text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

- No (default)
  - Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)
-

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

### **8:80 Gifts to the District**

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

#### LEGAL REF.:

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

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

**ADOPTED: March 19, 2019**

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## Document Status: Draft Update

### 8:110 Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. [PRESSPlus1](#) All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

#### LEGAL REF.:

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

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: March 19, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. The III. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**





**Diamond Lake School District 76**  
**Embrace Empower Excel** Each Child Each Day

BOARD OF EDUCATION  
BUSINESS MEETING  
Tuesday, April 21, 2020

**ITEM IV-F**

**Personnel: Approve Resolution for Personnel Items:**

The resolution is being submitted for approval at the Business Meeting on Tuesday, April 21, 2020.

**BE IT RESOLVED**, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

**1. Leave of Absence:**

Employee	School	Position	Effective Date
Jessica Rosales	WOMS	Band/General Music	8/17/2020 - 10/05/2020



**Diamond Lake School District 76**  
**Embrace Empower Excel** Each Child Each Day

# Primary Classroom to Support Emotional Needs

April 2020





# Research and Rationale

This proposal is for a special education classroom that is designed to support students with significant behavioral and emotional needs at the primary level.

## **Rationale:**

- Having a continuum of support within a school is considered best practice when serving students with special needs: [Article: The purpose of Self Contained Classrooms](#)
  - to provide students a safe environment in their home school that allows students to have a consistent day with options for mainstreaming;
  - to provide instant support to students with emotional challenges who may be impacting the education for students that are ready to learn;
  - Eliminates the stress for a child caused by transitioning in/out of their home school.
- Provides parents relief and security by having their child remain in their home school



# Benefits

- District cost savings minimum of \$60K (based on 3 enrolled students)
  - Cost savings increases when additional students are placed into a program that would have been recommended to be placed in an alternative setting.
- Students are able to be mainstreamed with peers that live in their community
- Relationships with families are able to be built and sustained
- D76 is able to provide consistent core curriculum
- Allows flexibility with supporting individual student needs



# Next Steps

- Hire Teacher and assign Learning Associates
- Identify Students
- Prepare/Purchase Curriculum Materials
- Determine Classroom Space
- Develop Behavioral Structure and Support
- Identify and Plan Support for Families
- Provide Professional Development to DLS Staff



2019/20 Board of Education Meetings <small>Approved: 5/21/19</small>		
Committee	Business	Special Meetings/Public Hearings
*	7/23/19	
8/06/19	8/20/19	
9/10/19	9/24/19	9/24/19 Budget Hearing
<del>10/08/19</del> cancelled	10/22/19	
11/05/19	11/19/19	
*	12/17/19	12/17/19 Levy Hearing
*	1/21/20	
2/04/20	2/18/20	
3/03/20	3/17/20	
4/07/20	4/21/20	
5/05/20	5/19/20	
6/02/20	6/23/20 (date updated)	

\*One meeting is scheduled for the months of July, December & January.

All Board Meetings will begin at 7:00 PM  
 at West Oak Campus, 500 Acorn Lane, Mundelein, IL 60060

**Special Note: 7/23, 8/6, and 8/20 will be held at the Mundelein Fire Department Room B**

## EXECUTIVE ORDER 2020-03

### COVID-19

#### **FOLLOWING A DECLARATION OF LOCAL STATE OF EMERGENCY IN THE VILLAGE OF MUNDELEIN, ILLINOIS**

##### *An Executive Order Related to Village-wide Face Covering to Preserve Public Health and Protect Residents*

WHEREAS, pursuant to state law, the Village Mayor has declared a State of Emergency and Illinois Governor Pritzker has issued a Gubernatorial Disaster Proclamation in light of the dangers to public health presented by the spread of the Coronavirus disease 2019 (COVID-19); and

WHEREAS, pursuant to Mundelein Village Code Chapter 9.36.040(6) following such a declaration of a Civil Emergency, the Village Mayor has authority, in the interests of the public safety and welfare may order such actions as are reasonably necessary to respond to the emergency; and

WHEREAS, COVID-19 is passed between people through air-born droplets and definitive data concerning how long such infectious droplets remain in the air or on various surfaces and how far the droplets travel and suspend in the air; and

WHEREAS, to date no drug or vaccine is currently approved to treat or prevent COVID-19; and

WHEREAS, these factors require public health initiatives to contain and limit the spread of the infectious droplets; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 to be a Global Pandemic; and

WHEREAS, on March 16, 2020, Governor Pritzker issued Executive Order 2020-07 and on March 20, 2020, Governor Pritzker issued Executive Order 2020-10 requiring all non-essential persons to stay at home with limited exceptions and non-essential businesses to cease operations with limited exceptions, which became effective through April 7, 2020, and was extended to April 30, 2020; and

WHEREAS, on March 16, 2020, Village Mayor Lentz made a Declaration of Local State of Emergency in the Village of Mundelein, Illinois and, on April 13, 2020, made a Continuation of Declaration of Local State of Emergency in the Village of Mundelein, Illinois; and

*Executive Order 2020-03: An Executive Order Related to Village-wide Face Covering to  
Preserve Public Health and Protect Residents*

WHEREAS, on April 3, 2020, the Center for Disease Control (“CDC”) issued a recommendation for all individuals to wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, because people who are asymptomatic can spread COVID-19 more widely than previously thought; and

WHEREAS, on April 10, 2020, the U.S. Surgeon General recommended that individuals wear face coverings because he concluded that there is a significant amount of asymptomatic spread of COVID-19; and

WHEREAS, a response to the severe and real health danger and loss of life from COVID-19 is of critical importance and requires additional proactive steps to provide for the public health, safety, and protection of life and security of business in the Village; and

WHEREAS, the Village Mayor, exercising the powers granted pursuant to the Mundelein Village Code Chapter 9.36.040(6), has determined that it is appropriate and in the best interest of the welfare of Village residents, employees, and workers in the Village and by all visitors to the Village in a concerted and unified effort to reduce, limit, and confine the spread of COVID-19 within our community and population and to further demonstrate our respect and deep appreciation of our healthcare workers and first responders to recommend the Village-wide use of face coverings.

NOW, THEREFORE, BE IT ORDERED by the Village Mayor as follows:

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: FACE COVERING REQUIRED. Except as provided in Section 4, all persons over the age of five (5) are required to wear face coverings to include their nose and mouth made of any cloth or other material which is reasonably designed and made to inhibit, filter, or restrict the breath, sneeze, cough or other exhaling from one’s nose and mouth, including but not limited to a non-medical grade mask, cloth or plastic mask, scarf, bandana, or handkerchief while engaging in the following activities:

A. Working in any business which is permitted to be open as an Essential Business and Operation pursuant to Governor Pritzker’s Executive Order 2020-07 and Executive Order 2020-10, or any extension thereof, while open to the public or when employees have contact with the public to include, but not limited to grocery stores, restaurants, hardware and building supply stores, financial institutions, laundry services, pharmacies, group homes and assisted living as construed in the broadest terms and any curbside or home delivery staffs;

B. Engaging in essential activities such as shopping for necessary supplies and services seeking medical supplies or medication and while visiting a health care professional; and

***Executive Order 2020-03: An Executive Order Related to Village-wide Face Covering to Preserve Public Health and Protect Residents***

C. Riding in public transportation including buses, trains, taxis and ride shares and this shall apply to the driver of such transportation.

SECTION 3: REFUSAL OF ADMISSION OR SERVICE. Business owners or operators may refuse admission or service to any individual who fails to wear a face covering reasonably designed and made to inhibit, filter, or restrict the passing of a person's breath, sneeze, cough, or other exhaling from one's nose and mouth as required under this Executive Order.

SECTION 4: EXCEPTIONS. Section 1 will not apply to any person who is engaging in the following activities:

A. Outdoor activity as permissible outdoor physical activity, defined in Governor Pritzker's Executive Order 2020-07 and Executive Order 2020-10, or any extension thereof, such as walking, running, biking, or other solitary physical activity while at the same time practicing social or physical distancing of at least six feet from others;

B. Riding in a personal vehicle;

C. When alone or with household members in a separate single space;

D. When doing so poses a greater health, safety, or security risk to the individual or the public; or

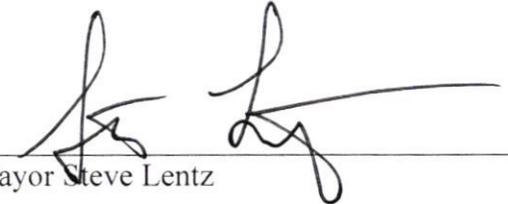
E. While drinking or eating.

SECTION 5: MEDICAL GRADE MASKS. Medical-grade masks or N95 respirators are not recommended for general public use under this directive and are expressly reserved for use by health care and medical providers and first responders.

SECTION 6: SOCIAL AND PHYSICAL DISTANCING. This Executive Order does not supplant or diminish the absolute need for all residents, employees and workers in the Village, and all visitors to the Village, to practice social and physical distancing in all settings and with all ages. Social and Physical Distancing is still the first best and required practice to combat the COVID-19 Pandemic.

SECTION 7: EFFECTIVE DATE AND TIME. The recommendations in this Executive Order shall take effect on Thursday, April 23, 2020, at 12:01 a.m. and shall expire at such time as the Governor or appropriate state official terminates the current State of Emergency for the State of Illinois or until such time as the Village Mayor or Village Board terminates this executive order, whichever is sooner.

This Executive Order is approved this 21st day of April 2020.



\_\_\_\_\_  
Mayor Steve Lentz

ATTEST:



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Village Clerk Sol C. Cabachuela