

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 1  
REGULAR BOARD OF EDUCATION MEETING AGENDA  
Metamora Grade School Library  
Thursday, May 14, 2026, 7:00 PM

- 1 Call to Order - President Dana Smith
- 2 Roll Call - Secretary Mary Schierer
- 3 Pledge of Allegiance
- 4 **Reports from the Public**
  - A. Public Comments and/or Petitions to the Board

People wishing to address the Board of Education are guided by Board of Education Policy 2:230, "Public Participation at School Board Meetings and Petitions to the Board"

- 5 **Consent Agenda**
  - A. Minutes

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #1  
Regular Board of Education Meeting–Metamora Grade School  
Thursday, April 16, 2026 7:00 p.m.

**DRAFT Minutes**

**ATTENDEES**

The meeting was called to order at 7:00pm. Those in attendance: Dana Smith, Jared Frye, Mary Schierer, Kristina Grebner-Rauh, Dave Gleissner, Matt Wilkerson, Trent Yoder, Dr. Lee, Mr. Damery, Mr. Dirks, Lisa DeVore, Megan Huss, Office Stone, Rose Efaw

**PUBLIC COMMENT**

No Comments

**CONSENT AGENDA**

Motion by Dana Smith, second by Matt Wilkerson, motion passed 7-0

**INFORMATIONAL ITEMS**

**Superintendent Report**

*Engaging Learning Environments*– With the decline in enrollment average class sizes are at 20 students per class. Currently 47 students are registered for Kindergarten.

*Facilities & Operations*– 39 windows will be replaced, improving the aesthetic and energy usage of the building. Per the feasibility study it is recommended that the school district our size have a total footprint of 40 acres. We are currently sitting on 13.4 acres.

*Community Partnerships*–Since 2021 the district has made many safety improvements. MGS has been discussing the option of a full time School Resource Officer. If the board approves a full-time SRO via an intergovernmental agreement with the Village of Metamora, the salary will not be paid out of the Education Fund, but a combination of Capital Improvement and Tort/Liability Funds. The total MGS portion of a full time SRO would be \$55,000.

Glo-Bingo earned approximately \$75,000 this year. A recent Foundation purchase has been a book vending machine. Students earn special tokens and can select a book of their choice.

**Finance Committee**

The Finance committee discussed investment options. Dr. Lee shared enrollment figures, EBF calculation and payment history and staffing projections. The committee also took a deeper dive into the budgeted expenditures and revenues.

**DISCUSSION ITEMS**

The board discussed the School Resource Office-SRO position. Office Stone reviewed what he has been doing since he started ½ time in February. He also reviewed a draft full time schedule he would recommend should he become full time beginning next school year. To summarize:

- The school becomes an SRO's patrol space.

- Officer Stone is trained in emergency response, lockdown procedures, and rapid medical aid. When seconds count, that officer is already on campus, already known to every child and adult, and already part of our daily routine.
- A great School Resource Officer is far more than a security guard, but a mentor and a role model. Students who feel safe and known are more likely to report problems early—bullying, worries at home, or fears they don't know how to name.
- While the SRO will assist in many mentoring and supervisory roles, his role is not disciplinarian.

Board meeting dates for June 2026-June 2027 were discussed. Second Thursdays of the month will continue as the standard date of BOE meetings unless otherwise noted.

### **ACTION ITEMS**

In separate actions, the Board approved the following:

- **APPROVE CONSOLIDATED DISTRICT PLAN FOR TITLE GRANTS AS REQUIRED BY ILLINOIS STATE BOARD OF EDUCATION.**

MOTION Matt Wilkerson, SECOND Jared Frye; motion carried 7-0

- **APPROVE INTERGOVERNMENTAL AGREEMENT WITH METAMORA POLICE DEPARTMENT FOR SCHOOL RESOURCE OFFICER.**

MOTION Dave Gleissner, SECOND Mary Schierer; motion carried 7-0

- **APPROVE MGS FACILITY USE PROCEDURES**

MOTION Dana Smith, SECOND Jared Frye ; motion carried 7-0

- **APPROVE CONTRACT WITH AMERESCO FOR WINDOW REPLACEMENT.**

MOTION Dana Smith, SECONDDave Gleissner; motion carried 7-0

- **APPROVE CONTRACT WITH HEART TECHNOLOGIES FOR WIRELESS UPGRADE.**

MOTION Dana Smith, SECOND Jared Frye; motion carried 7-0

### **EXECUTIVE SESSION**

Motion by Dana Smith, Second by Dave Gleissner to close Regular Session and enter Executive Session at 8:20p.m. Motion carried 7-0

### **ADJOURN**

Motion by SMITH, Second by SCHIERER to adjourn. Motion carried by voice vote at 9:30p.m.

---

Dana Smith, President

---

Mary Schierer, Secretary



Metamora CCSD #1  
815 E Chatham  
Metamora, IL 61548

**Summary May Bills and April Payroll**

May Bills	\$	309,242.13
4/15/2026 Payroll	\$	195,889.80
4/15/2026 Liabilities	\$	125,582.26
4/30/2026 Payroll	\$	141,169.63
4/30/2026 Liabilities	\$	89,700.44
<b>Total Bills and Payroll</b>	<b>\$</b>	<b>861,584.26</b>

---

Dana Smith, President

---

Mary Schierer, Secretary

# Bills Payable List

Printed: 5/5/2026 9:38 AM  
 Metamora Com Cons Grade School Dist  
 Expense on Date: 5/1/2026 to 5/31/2026

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>All Small Engine N More LLC</b>						
		Inspections bus 1		5	66.00	40-2550-640-00-4
		Inspections Bus 11		5	66.00	40-2550-640-00-4
		Inspections Bus 6		5	66.00	40-2550-640-00-4
					\$198.00	
<b>Amazon Capital Services</b>						
		Title 1 Homeless Supplies		5	193.35	10-1250-410-30
					\$193.35	
<b>American Express - Amazon Business</b>						
		General Supplies		5	120.00	10-1110-410-00-4
		General Supplies		5	204.78	10-1110-410-00-4
		General Supplies		5	55.99	10-1110-410-00-4
		General Supplies		5	179.99	10-1110-410-00-4
		General Supplies		5	32.91	10-1110-410-00-4
		General Supplies		5	37.22	10-1110-410-00-4
		General Supplies		5	12.99	10-1110-410-00-4
		Supplies - Toner		5	165.20	10-1110-410-04-4
		Technology supplies		5	403.70	10-1110-410-05
		Technology supplies		5	36.06	10-1110-410-05
		Technology supplies		5	599.98	10-1110-410-05
		Sp. Ed. General Supplies		5	45.37	10-1220-410-00-300100-4
		Assembly Programs & Awards		5	210.00	10-2190-319-00-440000-4
		Postage		5	234.00	10-2310-340-00-4
		Postage		5	5.44	10-2310-340-00-4
		Special Meetings		5	84.21	10-2560-412-32-4
		Special Meetings		5	81.45	10-2560-412-32-4
		Special Meetings		5	181.10	10-2560-412-32-4
		Supplies - Custodial		5	54.15	20-2540-410-00-4
		Supplies - Custodial		5	125.61	20-2540-410-00-4
		mower fuel		5	30.00	20-2543-410-00-4
		Grounds Materials		5	308.65	20-2543-410-00-4
		mower fuel		5	30.00	20-2543-410-00-4
		mower fuel		5	30.34	20-2543-410-00-4
		Supplies - Gasoline		5	145.76	40-2550-464-00-4
		General Supplies		5	26.97	10-1110-410-00-4
		General Supplies		5	34.76	10-1110-410-00-4
		General Supplies		5	120.37	10-1110-410-00-4
					\$3,597.00	
<b>ATLAS SUPPLY CO.</b>						
		Supplies - Custodial		5	2,745.61	20-2540-410-00-4
					\$2,745.61	
<b>Bushue Background Screening</b>						
		Criminal Background Check		5	128.00	10-2310-318-00-4
					\$128.00	
<b>C.L. O'Brien &amp; Co Inc</b>						
		Water Heaters		5	19,335.00	20-2540-530-00-4
					\$19,335.00	

# Bills Payable List

Printed: 5/5/2026 9:38 AM

Metamora Com Cons Grade School Dist

Expense on Date: 5/1/2026 to 5/31/2026

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>COMMERCE BANK NA</b>						
		Software License		5	21.64	10-1110-310-05-110000
		General Supplies		5	63.93	10-1110-410-00-4
		General Supplies		5	40.00	10-1110-410-00-4
		Assembly Programs & Awards		5	210.00	10-2190-319-00-440000-4
		General Supplies		5	36.98	10-1110-410-00-4
					<u>\$372.55</u>	
<b>COURIER PUBLISHING COMPANY</b>						
		Milk bids		5	27.28	10-2310-350-00
					<u>\$27.28</u>	
<b>E and L Masonry &amp; Concrete Inc</b>						
		concrete step-brick work		5	2,200.00	20-2543-324-00-4
					<u>\$2,200.00</u>	
<b>ENTEC SERVICES, INC.</b>						
		AHU-3 locker room		5	486.32	20-2540-324-00-4
		CU-113 classroom		5	472.96	20-2540-324-00-4
		Maintenance Contracts		5	906.17	20-2540-326-00-4
					<u>\$1,865.45</u>	
<b>ESI - CFR IL01</b>						
		Food Service Maint Contract		5	167.00	10-2560-310-01-4
		Food Service Maint Contract		5	167.00	10-2560-310-01-4
					<u>\$334.00</u>	
<b>EVERGREEN FS INC.</b>						
		DEF		5	547.92	40-2550-411-00-4
		Supplies - Gasoline		5	4,062.16	40-2550-464-00-4
		Supplies - Gasoline		5	3,044.26	40-2550-464-00-4
					<u>\$7,654.34</u>	
<b>GETZ FIRE EQUIPMENT CO.</b>						
		5-yr Sprinkler inspection		5	2,098.75	80-2540-319-00
					<u>\$2,098.75</u>	
<b>Heart Technologies Inc</b>						
		Chromebook lease		5	3,064.35	10-1110-325-01
		Chromebook lease		5	1,029.68	10-1110-325-01
					<u>\$4,094.03</u>	
<b>Heart Technologies</b>						
		Bus Barn Access point		5	946.65	10-1110-410-05
7055		Meraki (Erate) Equipment		5	71,815.08	10-1110-500-02-4
					<u>\$72,761.73</u>	
<b>HEARTLAND BANK &amp; TRUST COMPANY</b>						
		Interest on Bonds		5	26,400.00	30-5200-624-00-4
					<u>\$26,400.00</u>	
<b>Illinois Power Marketing</b>						
		Acct # 400001733918		5	8,337.65	10-2540-466-00-4
		Acct # 400001723708		5	2.68	10-2540-466-00-4
		Acct # 400001732907		5	266.25	10-2540-466-00-4
					<u>\$8,606.58</u>	

# Bills Payable List

Printed: 5/5/2026 9:38 AM  
 Metamora Com Cons Grade School Dist  
 Expense on Date: 5/1/2026 to 5/31/2026

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>ISCorp</b>						
		Technology supplies		5	275.00	10-1110-410-05
					<u>\$275.00</u>	
<b>Johnson Mechanical Service</b>						
7057		Heating Holding Cabinet		5	4,775.00	10-2560-540-32-4
					<u>\$4,775.00</u>	
<b>Kirby Foods Metamora</b>						
		General Supplies		5	29.94	10-1110-410-00-4
		Food Supplies		5	10.20	10-2560-410-32-4
					<u>\$40.14</u>	
<b>Kohl Wholesale</b>						
		Food Supplies		5	8,299.94	10-2560-410-32-4
		Supplies Other than Food		5	334.22	10-2560-419-32-4
					<u>\$8,634.16</u>	
<b>Lead from Center LLC</b>						
		Leadership Coaching		5	540.00	10-2321-310-00-4
					<u>\$540.00</u>	
<b>Magnuson, Shane</b>						
		Field Trips		5	12.00	10-1110-314-01
					<u>\$12.00</u>	
<b>Mansfield Power &amp; Gas LLC</b>						
		Natural Gas		5	1,823.69	20-2540-465-00
		Natural Gas		5	95.34	40-2550-465-00
					<u>\$1,919.03</u>	
<b>METAMORA GRADE SCHOOL ACTIVITY FUND</b>						
		baseball field supplies		5	718.54	10-1500-410-55-4
					<u>\$718.54</u>	
<b>METAMORA GRADE SCHOOL IMPREST ACCOUNT</b>						
		Nurse Professional Development		5	60.00	10-1110-300-00
		Discovery Museum		5	475.00	10-1110-314-01
		Peoria Zoo		5	441.00	10-1110-314-01
		Officials - Boys Athletics		5	100.00	10-1500-319-55-4
		Scholastic Moderator		5	105.00	10-1500-319-55-4
		Scholastic Moderator		5	105.00	10-1500-319-57-4
		Officials - Girls Athletics		5	100.00	10-1500-319-57-4
		Scholastic Bowl Supplies		5	69.99	10-1500-410-29-4
		Brody Mason banner		5	150.00	10-1500-410-55-4
		Track Meets		5	250.00	10-1500-640-55-4
		door/furnace stand-duct work		5	1,596.00	20-2540-320-00-4
		backstop ball fields		5	2,364.83	20-2543-324-00-4
		Bus Purchase from High School		5	1,500.00	40-2550-550-01-110000-4
		Inspections		5	168.00	40-2550-640-00-4
		Licenses		5	175.00	40-2550-641-00-4
		Permits		5	4.00	40-2550-642-00-4
		Permits		5	4.00	40-2550-642-00-4
		Track Meets		5	250.00	10-1500-640-57-4

# Bills Payable List

Printed: 5/5/2026 9:38 AM  
 Metamora Com Cons Grade School Dist  
 Expense on Date: 5/1/2026 to 5/31/2026

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$7,917.82</u>	
<b>METAMORA, VILLAGE OF</b>						
		Sewer		5	105.75	20-2540-321-00-4
		Water		5	329.04	20-2540-370-00
					<u>\$434.79</u>	
<b>Midwest Bus Sales</b>						
		seat belt alarm/HUB issue		5	156.80	40-2550-310-00
		Shift inhibit error		5	112.00	40-2550-310-00
		Stop arm/wheelchair door		5	112.00	40-2550-310-00
		Supplies and Parts		5	137.03	40-2550-411-00-4
					<u>\$517.83</u>	
<b>MILLER HALL &amp; TRIGGS</b>						
		Legal - Attorney		5	5,202.60	10-2310-318-00-4
					<u>\$5,202.60</u>	
<b>MTCO</b>						
		Internet Services		5	1,234.92	10-1110-340-00-4
		Telephone		5	539.78	10-2540-340-00-4
					<u>\$1,774.70</u>	
<b>Neaveill Distributing Inc.</b>						
		Milk		5	2,239.50	10-2560-410-32-4
					<u>\$2,239.50</u>	
<b>ODP Business Solutions LLC</b>						
		Copy Paper		5	1,684.80	10-1110-410-00-4
		Supplies - Toner		5	374.54	10-1110-410-04-4
		Supplies - Toner		5	359.91	10-1110-410-04-4
					<u>\$2,419.25</u>	
<b>Simply Signs</b>						
		Decals		5	119.00	40-2550-411-00-4
					<u>\$119.00</u>	
<b>Smithereen Pest Management</b>						
		Extermination		5	45.00	20-2540-327-00-4
					<u>\$45.00</u>	
<b>THE MUSIC SHOPPE INC.</b>						
		Music Resale		5	48.99	10-1500-411-24-4
		Music Resale		5	6.37	10-1500-411-24-4
		Music Resale		5	30.99	10-1500-411-24-4
					<u>\$86.35</u>	
<b>TROPHIES PLUS</b>						
		Band Awards		5	279.90	10-2190-319-00-440000-4
		Retirees gifts		5	600.00	10-2310-410-00-4
					<u>\$879.90</u>	
<b>UMB Bank Trust Operations</b>						
		Interest on Bonds		5	61,150.00	30-5200-624-00-4
		Interest on Bonds		5	53,062.50	30-5200-624-00-4
		Interest on Bonds		5	3,549.35	30-5200-624-00-4
					<u>\$117,761.85</u>	

# Bills Payable List

---

Printed: 5/5/2026 9:38 AM  
Metamora Com Cons Grade School Dist  
Expense on Date: 5/1/2026 to 5/31/2026

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
UMB Bank		Service Charge on Bonds		5	318.00	30-5400-640-00
					<u>\$318.00</u>	
				<b>Report Total</b>	<u><u>\$309,242.13</u></u>	



**METAMORA CCSD #1  
815 E Chatham St  
Metamora, IL 61548  
April 30, 2026**

**Treasurer's Report**

<b>Beginning Balance of all Combined Funds 4/1/2026</b>	\$4,804,975.46
<b>Deposits:</b>	
Cash Deposits	\$562,698.66
<b>Expenses:</b>	
Accounts Payable - April 2026(Bills & Payroll liabilities)	\$303,624.30
Payroll 4/15	\$195,889.80
Payroll 4/30	\$141,169.63

---

**Ending Balance of all Combined Accounts 4/30/2026** **\$4,726,990.39**

\*\*\*\*\*

	<u>Commerce</u>	<u>Goodfield</u>	<u>PMA</u>	<u>Total</u>
<b>10</b>	\$ 827,867.70			\$827,867.70
<b>20</b>	\$ 255,805.42			\$255,805.42
<b>30</b>	\$ 168,858.10			\$168,858.10
<b>40</b>	\$ 17,273.90			\$17,273.90
<b>50</b>	\$ 194,010.13			\$194,010.13
<b>60</b>	\$ 724,215.23			\$724,215.23
<b>70</b>	\$ 429,207.64		\$ 1,719,426.74	\$2,148,634.38
<b>80</b>	\$ 170,921.53			\$170,921.53
<b>90</b>	\$ 219,404.00			\$219,404.00
	\$3,007,563.65	\$0.00	\$1,719,426.74	\$4,726,990.39

# Fund Balance Report

Printed: 5/4/2026 1:07 PM

Metamora Com Cons Grade School Dist

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	509,339.95	389,254.55	7,073,378.02	6,823,096.35	(250,281.67)	1,183,728.17	933,446.50
20	Oper, Build, & Maint Fund	48,308.39	5.70	503,380.03	559,296.73	55,916.70	199,888.72	255,805.42
30	Debt Service Fund or Fund Group	318.00	3.17	1,278,599.85	1,420,076.15	141,476.30	27,381.80	168,858.10
40	Transportation Fund	31,241.80	48,294.18	656,518.37	564,366.41	(92,151.96)	59,425.86	(32,726.10)
50	I.M.R.F./Soc. Sec. Fund	24,166.45	4.09	221,778.66	267,226.26	45,447.60	148,562.53	194,010.13
60	Capital Projects Fund or Fund Group	0.00	40,728.05	158,796.16	545,620.15	386,823.99	337,391.24	724,215.23
70	Working Cash Fund	0.00	67,327.73	150,000.00	179,601.16	29,601.16	2,169,033.22	2,198,634.38
80	Tort Immunity and Judgment Fund	10,235.48	3.40	128,070.92	250,508.05	122,437.13	48,484.40	170,921.53
90	Life Safety Fund	0.00	4.13	3,085.48	111,884.64	108,799.16	110,604.84	219,404.00
		<u>\$623,610.07</u>	<u>\$545,625.00</u>	<u>\$10,173,607.49</u>	<u>\$10,721,675.90</u>	<u>\$548,068.41</u>	<u>\$4,284,500.78</u>	<u>\$4,832,569.19</u>





# ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

**Please Note:**

THE FUND WILL BE CLOSED MAY 25TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

## Activity Summary (IL01-11327-0101) General Fund

4/1/2026 - 4/30/2026

Investment Pool Summary	LIQ	MAX
Beginning Market Balance	\$1,210.76	\$927.27
Dividends	\$332.71	\$1,554.81
Purchases	\$1,715,401.19	\$753,411.95
Redemptions	(\$1,716,611.95)	\$0.00
Ending Market Balance	\$332.71	\$755,894.03
Average Monthly Rate	3.560%	3.573%
NAV / Share Price	1.000	1.000
<b>Total</b>	<b>\$332.71</b>	<b>\$755,894.03</b>

<b>Total Fixed Income</b>	<b>\$963,200.00</b>
---------------------------	---------------------

<b>Account Total</b>	<b>\$1,719,426.74</b>
----------------------	-----------------------

**Your Representative**

**Matt Pitstick**

(630) 657-6433

matt.pitstick@ptma.com

*Representatives are associated with PMA Securities, LLC*

**Metamora C.C.S.D. #1**  
815 E Chatham  
Metamora, IL 61548-0552



**PTMA Financial Solutions**

2135 City Gate Lane, 7th Floor  
Naperville, IL 60563



# ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

## Transaction Activity (IL01-11327-0101) General Fund

LIQ 4/1/2026 - 4/30/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
13146115	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377738-1 Cornerstone Bank	\$0.00	\$239,900.00	\$1.000	239,900.000
13146116	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377739-1 Solera National Bank	\$0.00	\$210,000.00	\$1.000	210,000.000
13146117	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377740-1 NorthEast Community Bank	\$0.00	\$240,200.00	\$1.000	240,200.000
13146118	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377741-1 First Priority Bank	\$0.00	\$240,200.00	\$1.000	240,200.000
13146119	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377742-1 State Bank of Texas	\$0.00	\$239,200.00	\$1.000	239,200.000
13146120	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377743-1 T Bank, National Association	\$0.00	\$240,200.00	\$1.000	240,200.000
13146121	04/08/2026	04/08/2026	FRI Maturity Purchase, CD-1377744-1 Veritex Community Bank	\$0.00	\$240,300.00	\$1.000	240,300.000
13146168	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377738-1 Cornerstone Bank	\$0.00	\$9,873.55	\$1.000	9,873.550
13146169	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377739-1 Solera National Bank	\$0.00	\$8,240.86	\$1.000	8,240.860
13146170	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377740-1 NorthEast Community Bank	\$0.00	\$9,507.42	\$1.000	9,507.420
13146171	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377741-1 First Priority Bank	\$0.00	\$9,562.00	\$1.000	9,562.000
13146172	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377742-1 State Bank of Texas	\$0.00	\$9,404.62	\$1.000	9,404.620
13146173	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377743-1 T Bank, National Association	\$0.00	\$9,537.18	\$1.000	9,537.180
13146174	04/08/2026	04/08/2026	FRI Interest Purchase, CD-1377744-1 Veritex Community Bank	\$0.00	\$9,275.56	\$1.000	9,275.560
13169779	04/10/2026	04/10/2026	Phone FRI Redemption	(\$963,200.00)	\$0.00	\$1.000	(963,200.000)
13169781	04/10/2026	04/10/2026	MAX Transfer Redemption To: 0101 - General Fund	(\$753,411.95)	\$0.00	\$1.000	(753,411.950)
	04/30/2026	04/30/2026	Total Dividend Reinvestment	\$0.00	\$332.71	\$1.000	332.710
				<b>(\$1,716,611.95)</b>	<b>\$1,715,733.90</b>		<b>(878.050)</b>

Beginning Market Value: \$1,210.76 | Ending Market Value: \$332.71



# ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

## Transaction Activity (IL01-11327-0101) General Fund

MAX 4/1/2026 - 4/30/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
13169781	04/10/2026	04/10/2026	LIQ Transfer Purchase From: 0101 - General Fund	\$0.00	\$753,411.95	\$1.000	753,411.950
	04/30/2026	04/30/2026	Total Dividend Reinvestment	\$0.00	\$1,554.81	\$1.000	1,554.810
				<b>\$0.00</b>	<b>\$754,966.76</b>		<b>754,966.760</b>

Beginning Market Value: \$927.27 | Ending Market Value: \$755,894.03



# ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

## Fixed Income Investments

Purchase 4/1/2026 - 4/30/2026

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par/Shares
CD	1400922-1	04/10/2026	04/10/2026	04/09/2027	Solera National Bank	\$240,800.00	3.726%	249,747.810
CD	1400923-1	04/10/2026	04/10/2026	04/09/2027	First State Bank of DeQueen	\$240,800.00	3.715%	249,722.270
CD	1400924-1	04/10/2026	04/10/2026	04/09/2027	ServisFirst Bank	\$240,900.00	3.737%	249,878.840
CD	1400921-1	04/10/2026	04/10/2026	04/09/2027	Flagstar Bank, National Association	\$240,700.00	3.769%	249,747.130
						<b>\$963,200.00</b>		<b>999,096.050</b>



# ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

## Fixed Income Investments

Maturities 4/1/2026 - 4/30/2026

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par/Shares
CD	1377744-1	04/08/2026	04/09/2025	04/08/2026	Veritex Community Bank	\$240,300.00	3.871%	249,575.560
CD	1377740-1	04/08/2026	04/09/2025	04/08/2026	NorthEast Community Bank	\$240,200.00	3.969%	249,707.420
CD	1377741-1	04/08/2026	04/09/2025	04/08/2026	First Priority Bank	\$240,200.00	3.992%	249,762.000
CD	1377738-1	04/08/2026	04/09/2025	04/08/2026	Cornerstone Bank	\$239,900.00	4.127%	249,773.550
CD	1377739-1	04/08/2026	04/09/2025	04/08/2026	Solera National Bank	\$210,000.00	3.935%	218,240.860
CD	1377743-1	04/08/2026	04/09/2025	04/08/2026	T Bank, National Association	\$240,200.00	3.981%	249,737.180
CD	1377742-1	04/08/2026	04/09/2025	04/08/2026	State Bank of Texas	\$239,200.00	3.942%	248,604.620
						<b>\$1,650,000.00</b>		<b>1,715,401.190</b>



Fixed Income Investments

Interest 4/1/2026 - 4/30/2026

Type	Holding Id	Trade Date	Description	Interest
CD	1377738-1	04/08/2026	Cornerstone Bank, Interest	\$9,873.55
CD	1377739-1	04/08/2026	Solera National Bank, Interest	\$8,240.86
CD	1377740-1	04/08/2026	NorthEast Community Bank, Interest	\$9,507.42
CD	1377741-1	04/08/2026	First Priority Bank, Interest	\$9,562.00
CD	1377742-1	04/08/2026	State Bank of Texas, Interest	\$9,404.62
CD	1377743-1	04/08/2026	T Bank, National Association, Interest	\$9,537.18
CD	1377744-1	04/08/2026	Veritex Community Bank, Interest	\$9,275.56
				<b>\$65,401.19</b>



# ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

## Current Portfolio

4/30/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
LIQ				04/30/2026		LIQ Account Balance	\$332.71	3.560%	\$1.000	332.710	\$332.71
MAX				04/30/2026		MAX Account Balance	\$755,894.03	3.573%	\$1.000	755,894.030	\$755,894.03
CD	N	1400922-1	04/10/2026	04/10/2026	04/09/2027	Solera National Bank, CO	\$240,800.00	3.726%		249,747.810	\$240,800.00
CD	N	1400923-1	04/10/2026	04/10/2026	04/09/2027	First State Bank of DeQueen, AR	\$240,800.00	3.715%		249,722.270	\$240,800.00
CD	N	1400924-1	04/10/2026	04/10/2026	04/09/2027	ServisFirst Bank, FL	\$240,900.00	3.737%		249,878.840	\$240,900.00
CD	N	1400921-1	04/10/2026	04/10/2026	04/09/2027	Flagstar Bank, National Association, NY	\$240,700.00	3.769%		249,747.130	\$240,700.00
							<b>\$1,719,426.74</b>			<b>1,755,322.790</b>	<b>\$1,719,426.74</b>

**Time and Dollar Weighted Average Portfolio Yield:** 3.737%

**Weighted Average Portfolio Maturity:** 344.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
LIQ	0.019%	\$332.71	LIQ Account
MAX	43.962%	\$755,894.03	MAX Account
CD	56.019%	\$963,200.00	Certificate of Deposit

## Index

**Cost** is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

**Rate** is the average monthly yield for pool investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par/Shares** is the amount received at maturity for fixed rate investments or the balance at statement date for pool investments.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost" for fixed term investments or the balance at statement date for pool investments.

**Deposit Codes**

N	Single FEIN
---	-------------

## ISDLAF+ MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

### Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

### ISDLAF+ Activity

This section shows all of the client's transactions in ISDLAF+. The Average Rate represents the average net interest rate over the previous month which is then annualized. Information regarding the ISDLAF+ investment objectives, risks, charges, and expenses can be found in the ISDLAF+ Information Statement, which can be obtained at [www.iasbop2p.org/isdlaf/home](http://www.iasbop2p.org/isdlaf/home) or by calling PMA at the phone number listed. An investment in any series of ISDLAF+ is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or ISDLAF+. Investors could lose money investing in any series of ISDLAF+, and there can be no assurance that any series of ISDLAF+ that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

### Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges, and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

### Insured Cash Sweep Activity

Insured Cash Sweep (ICS) is an insured money market deposit account. ICS money balances are recorded under the "relationship bank" as shown above. The individual reciprocating banks in which your funds are placed will not be identified on the confirmation as they may change daily. A list of individual reciprocating banks will be provided upon request. PMA monitors investment balances placed through the PMA Network. Any investment activity outside the PMA Network while using ICS may result in placements in excess of FDIC insured limits. ICS investments are limited to clients of PMA whose investments (excluding the client's local bank) are fully managed by PMA and utilize the PMA Network. If you make or intend to make investments outside the PMA Network, you are not eligible for this program and should advise PMA immediately. Prior to investing outside the PMA Network, ICS investments must be liquidated to prevent placements in excess of FDIC insured limits.

### Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any non-DTC CD listed is located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

### Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

**PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.**

How to Contact PMA - Please call (630) 657-6400 or write to us at PMA, 2135 City Gate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC - Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

PMA Securities, LLC provides the following items of information pursuant to the Financial Industry Regulatory Authority ("FINRA") Rule 2267. (1) The FINRA BrokerCheck Hotline Number is 1-800-289-9999; (2) The FINRA Web site address is: [www.finra.org](http://www.finra.org); and (3) FINRA publishes an investor brochure that includes information describing the FINRA BrokerCheck Program. This brochure is available by contacting FINRA at the above telephone number or on the FINRA website. PMA Securities, LLC is also registered as a municipal securities dealer and municipal advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). The MSRB website address is [www.msrb.org](http://www.msrb.org). Investor brochures relating to municipal securities firms and municipal advisory firms are available and posted on the website of the MSRB that describe the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.





**METAMORA CCSD #1**  
815 E. Chatham St. Metamora, IL 61548

 (309) 367-2361, phone  
(309) 367-2364, fax

 [mgsredbirds.org](http://mgsredbirds.org)

## Board of Education Personnel Report

**May 2026**

1. Resignations
  - a. Bobbie Holmes, Special Education Aide
  - b. Carrie Armstrong, Cafeteria Floor Monitor
  - c. Dan Herring, Special Education Aide
2. New Employment
  - a. James Shuda-Kitchen Helper
3. Intent to Retire
  - a. Jana Southerland, 5th Grade Teacher, after 2029-2030 school year
  - b. Amy Ernenputsch, 8th Grade Math Teacher, after 2029-2030 school year

**DR. BENJAMIN LEE, SUPERINTENDENT**  
**MR. TIM DAMERY, PRINCIPAL K-4**  
**MR. BEN DIRKS, PRINCIPAL 5-8**

**BOARD OF EDUCATION**  
Dana Smith, President  
Jared Frye, Vice President  
Mary Schierer, Secretary

Dave Gleissner  
Kristina Grebner-Rauh  
Matt Wilkerson  
Trent Yoder

Dear Dr. Lee,

I am writing to formally announce my retirement from my position as a 5th grade teacher at Metamora Grade School effective at the end of the 2029-2030 school year. I am submitting this letter so I may be entered into the "retirement pipeline" and be allowed to take advantage of the 4 year/6% retirement incentive.

After 27 years in education (31 upon my retirement), I look back and cannot believe how lucky I was to be chosen to teach at Metamora Grade School for the last 22 years. I found a home in these hallways and with these parents, students, staff, administrators and fellow teachers. It has been my honor to encourage so many young people to reach for the stars and never, ever give up. Over the course of my years, many people have asked me why and how I do it. My response is always, "I do it because there is no greater work than preparing our kids for the future, and if I had to go back and do it all over again, I would, without a doubt."

I would like to express my gratitude to the administration for their guidance and encouragement over the years. The relationships that I have built with the administration, staff, and students will stay with me for the rest of my life, and the experiences I have been able to learn and grow from will not be forgotten.

As I plan for my next chapter, I do so with a full heart and great pride in all that I have been able to accomplish. I did not grow up in the Metamora area, but in my heart and mind, I will be a Redbird forever.

Thank you again for the opportunity to be a part of such an amazing community!

Sincerely,



Jana L. Southerland

May 7, 2026

Dr. Benjamin Lee  
Metamora Grade School  
815 East Chatham  
Metamora, IL 61548

Dear Dr. Lee,

I am giving notice of my intention to retire at the end of the 2029-2030 school year to utilize the 4 year retirement incentive. It has been a privilege to teach 8th grade math at Metamora Grade School since 2007. I have enjoyed working with the students in our community, the teachers who have become family, and the administration in my tenure.

Sincerely,

A handwritten signature in black ink that reads "Amy Ernenputsch". The signature is written in a cursive style with a long, sweeping underline.

Mrs. Amy Ernenputsch  
8th Grade Math Teacher

Dear MGS Administration,

I would like to inform you that I will be resigning from my position as a Special Education Paraprofessional at Metamora Grade School with the conclusion of the 2025-2026 school year. I can assure you that this decision was not hastily made and it is my sincerest hope that you receive this letter in time to find an excellent paraprofessional to fill my position for the next school year.

My role at MGS has been rewarding and I am grateful to have had the opportunity to develop new skills in working with our students and staff. I am honored to have had a place in so many classrooms, helping our students strengthen their abilities.

Thank you for giving me these opportunities. I wish you a smooth wrap up to this school year and a restful summer break.

Kind regards,

Bobbi Jo Holmes

Dan Herring, April 30, 2026

Dear Mr. Dirks,

Please accept this letter as formal notice that I'll be resigning from my position as a Special Education Paraprofessional, with my last day being May 20, 2026.

I've truly enjoyed my time here and will genuinely miss working with our amazing students and the rest of the team. Thank you for all the support and the great memories over the past 8+ years.

I want to make sure my transition is as smooth as possible, so please let me know what I can do to help during my final days.

I've loved my time in the classroom, and I am excited to transition to the media technician role!

Best,

A handwritten signature in black ink that reads "Dan Herring". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Dan Herring

To: Dr. Lee  
From: Karla Kiesewetter  
Re: Nomination of Employment, James Shuda

Dr. Lee,

I recommend James Shuda for a dishwasher position starting August 11, 2026. He will work 2.75 hours daily at a rate of \$16.64. Thank you—

----- Forwarded message -----

From: **Carrie Amrstrong** <[carmstrong@mgsredbirds.org](mailto:carmstrong@mgsredbirds.org)>

Date: Mon, Apr 27, 2026 at 9:11 PM

Subject: Resignation

To: Karla Kiesewetter <[kkiesewetter@mgsredbirds.org](mailto:kkiesewetter@mgsredbirds.org)>

I will be resigning my regular position as cafeteria monitor effective May 19, 2026 . I would like to continue to work as a cafeteria monitor sub starting 2026-2027 school year . Thank you , Carrie Armstrong

--

- F. Destruction of Executive Session Recordings Older than 18 Months
- 6 **Informational Items**
- A. K-4 Principal Report



**METAMORA GRADE SCHOOL**  
**TIM DAMERY - K-4 PRINCIPAL**

815 EAST CHATHAM ST.  
METAMORA, IL 61548  
[tdamery@mgsredbirds.org](mailto:tdamery@mgsredbirds.org)  
309-367-2361



**BOARD OF EDUCATION REPORT**

May 14, 2026

**Academic Growth**

- Map Testing May 4-15
- ELA Curriculum Samples - I have reached out to 4 different companies to provide samples of their ELA curriculum and materials. MGS Admin and Teachers will begin to evaluate samples of these curriculum in hopes to present approval for a new ELA curriculum for the 27-28 school year for our K-5 grade levels.

**Engaging Learning Environments**

- ABC Countdown for K and 1st Grades.
- 4th Grade students visited MTHS to see Robotics and the Culture Fair.
- Field Trips - Grade level field trips will include the Children's museum in Bloomington, the Peoria Zoo, Wildlife Prairie Park, Black Partridge Park as well as walking field trips to Schupp park and other locations in Metamora.

**Social Emotional/Wellness**

- SEL met to begin preparations for next school year.

**Community Engagement**

- PTO Fun Day on May 15.
- Two 4th graders, Reece Fields and Eli Weyeneth were selected as Principal Award winners. They and their parents/guardians joined me at a Recognition Breakfast on Monday, May 4th at Five Points in Washington. They were awarded a certificate and a Barnes and Noble gift card.
- Ms. Vogel received the Silver Apple Award for the 2025-26 school year as an outstanding educator for all her outstanding work with students!
- [Optional Summer Challenge Calendar](#) - Still Finalizing
- [Office Visits/Student Referrals](#)
- [Suspension Graph](#)





# METAMORA GRADE SCHOOL TIM DAMERY - K-4 PRINCIPAL



815 EAST CHATHAM ST.  
METAMORA, IL 61548  
[tdamery@mgsredbirds.org](mailto:tdamery@mgsredbirds.org)  
309-367-2361

## BOARD OF EDUCATION REPORT

May 14, 2026

### WENDY VOGEL

*Silver Apple  
Winner*

As Metamora Elementary Teachers Association union president, Wendy Vogel is an outstanding candidate for the Silver Apple Award because of her unwavering dedication to both teachers and students. As a Kindergarten teacher for many years, Wendy leads with kindness. She consistently goes out of her way to support others, and serves as a reliable advocate for our staff. Through her hard work and commitment to our teachers' union, she helps create a positive, collaborative environment that benefits our entire school community. After knowing her now for the past 2 years, Wendy is a great colleague and coworker at Metamora Grade School and well deserves this award!



2026







# METAMORA GRADE SCHOOL

**BEN DIRKS - 5-8 PRINCIPAL**

815 EAST CHATHAM ST.

METAMORA, IL 61548

[bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)

309-367-2361



## BOARD OF EDUCATION REPORT

May 14, 2026

### Academic Growth

- Students in grades 5-8 are MAP testing for the final time this school year.
- Jr. high math teachers are exploring changing from IXL to ALEKS for math extension and support options.
- Team time discussions this week are focused on the MTSS process for next year including positives from this year, areas for improvement, documentation processes, and potential areas for teacher training in the future.

### Engaging Learning Environments

- 8th grade students visited MTHS for the Cultural Fair the first week of May.
- Mrs. Lelm's science class is hosting a litter of chicks again for all students in the school to visit and hold if they want to.
- Mrs. Porch's history class hosted a Civil War speaker sharing about the history of the Civil War as well as bringing numerous artifacts soldiers used in their daily lives. Students were able to try on artifacts and see them first hand.

### Social Emotional/Wellness

- The SEL team met to discuss the 2025-26 school year and make adjustments for next year.
- [Office Visits/Student Referrals](#)
- [Jr. High Discipline Breakdown](#)

### Community Engagement

- Two 8th grade students, Elaina Reiten and Gabe Padesky, were honored at the CIV Principals Leadership Breakfast on April 27.
- PTO is sponsoring the 8th grade Field Day on May 11 to celebrate the 8th graders graduation. This is in place of the 8th grade dance.
- 8th grade graduation is in the final stages of preparation.
- Mrs. Peck received the Silver Apple Award for the 2025-26 school year as an outstanding educator for all her outstanding work with students!
- MGS hosted the IESA Scholastic Bowl Regional on April 29.



# METAMORA GRADE SCHOOL

**BEN DIRKS - 5-8 PRINCIPAL**

815 EAST CHATHAM ST.

METAMORA, IL 61548

[bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)

309-367-2361



## BOARD OF EDUCATION REPORT

May 14, 2026





# METAMORA GRADE SCHOOL

**BEN DIRKS - 5-8 PRINCIPAL**

815 EAST CHATHAM ST.

METAMORA, IL 61548

[bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)

309-367-2361



## BOARD OF EDUCATION REPORT

May 14, 2026

### AMANDA PECK

*Silver Apple  
Winner*

Amanda Peck exemplifies what it means to be a truly caring and thoughtful educator. She consistently goes above and beyond to support not only her students, but also her colleagues, organizing lunches and special events that bring both teachers and support staff together. Amanda is always one of the first to volunteer, and she approaches every task with efficiency, dedication, and strong organizational skills. Her genuine care for others is evident in everything she does, creating a positive and inclusive environment for all. As an exceptional role model, she inspires both her students and new teachers through her kindness, leadership, and unwavering commitment to excellence.





*2026*



**MGS REDBIRDS** 

We are **RESPECTFUL.**

We are **RESPONSIBLE.**

We are **SAFE.**

We are **REDBIRDS!**





## May 2026 Superintendent Report

### Strategic Pillar 2: Engaging Learning Environment

5 Essentials Summary—We continue to make slow and steady progress according to our 5 Essentials Survey. Parents, students 4th-8th grade and teachers complete this annual survey that provides feedback on five key indicators of effectiveness. MGS improved in the category of Supportive Environment and Effective Leaders while remaining steady in Involved Families, Ambitious Instruction and Collaborative Teachers. We're performing the highest in safety, student-teacher trust and peer support for academic work. We've improved the most in academic personalism, peer support for academic work and math instruction. Our largest areas of growth are program coherence and the quality of student discussion.

### Strategic Pillar 4: Facilities & Operations

This year's budget provided few surprises. The only fund that underperformed was the Transportation Fund. A combination of prorated reimbursements from the State and fewer State payments will force a \$75,000 larger transfer from Working Cash than originally anticipated.

Summer facility projects include the replacement of 37 windows as well as the removal and installation of new cafeteria flooring and noise reduction panels in the cafeteria. The comprehensive facility plan is still being developed with the assistance of the district architects. Initial walkthroughs and discussions have taken place, but more substantive and detailed meetings are necessary for an accurate depiction of the desired plan.



Ed Policy BOE Subcommittee  
Conference Room  
May 14, 2026; 5:15 p.m.

- I. ROLL CALL
- II. [JOB DESCRIPTIONS](#)
- III. [STUDENT HANDBOOK DRAFT](#)
- IV. SUMMER LEARNING OPPORTUNITIES
- V. STUDENT SERVICES COORDINATOR REFLECTION
- VI. MAP &/or DISCIPLINE DATA
- VII. [5 ESSENTIALS RESULTS](#)
- VIII. OTHER ITEMS
- IX. ADJOURN

7 **Discussion Items**  
A. IASB Code of Ethics

44

# Code of Conduct for Members of School Boards

As a member of my local school board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity.
3. I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in school board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the board, and remain reasonably knowledgeable about local, state, national, and global education issues.
9. I will respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district.
11. I will model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same.
12. I will strive to keep my board focused on its primary work of clarifying the district purpose, direction and goals, and monitoring district performance.



# Metamora Grade School Handbook 2026-2027



Dr. Benjamin Lee, Superintendent  
[blee@mgsredbirds.org](mailto:blee@mgsredbirds.org)

Mr. Tim Damery, K-4 Principal  
[tdamery@mgsredbirds.org](mailto:tdamery@mgsredbirds.org)

Mr. Ben Dirks, 5th-8th Principal  
[bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's [comprehensive policy manual](#) is available for public inspection through the District's website [mgsredbirds.org](http://mgsredbirds.org) or the MGS app available from the App Store.

#### Other Contacts:

**Amber Lorenzatti**

Jennifer Sarver - Administrative Assistant - [jsarver@mgsredbirds.org](mailto:jsarver@mgsredbirds.org)

Amy Messacar - Athletics/Administrative Assistant - [amessacar@mgsredbirds.org](mailto:amessacar@mgsredbirds.org)

Leslie Hodgen & Ashley Kline - School Nurses - [nurse@mgsredbirds.org](mailto:nurse@mgsredbirds.org)

Elizabeth Stephens - Director of Transportation- [estephens@mgsredbirds.org](mailto:estephens@mgsredbirds.org)

Paul Weber - Director of Technology- [pweber@mgsredbirds.org](mailto:pweber@mgsredbirds.org)

Karla Kiesewetter - Director of Food Services - [kkiesewetter@mgsredbirds.org](mailto:kkiesewetter@mgsredbirds.org)

Office Hours: 7:30 AM – 4:00 PM  
Phone: 309.367.2361

# MGS Handbook Table of Contents

## **CHAPTER 1: Introductory Information & General Notices**

[1.00 From the District Office](#)

[1.10 MGS Vision, Mission, Philosophy and Goals](#)

[1.20 General School Information](#)

[1.30 Educational Programs](#)

[1.40 Visitors](#)

[1.50 Students Rights and Responsibilities](#)

[1.60 Emergency School Closings](#)

[1.70 Accommodating Individuals with Disabilities](#)

[1.80 Parent Organizations and Booster Clubs](#)

[1.90 Student Appearance](#)

## **CHAPTER 2: Attendance, Promotion & Graduation**

[2.00 Attendance](#)

[2.10 Student Absences](#)

[2.20 Grading and Promotion](#)

[2.30 Expectations for Academic Practice](#)

[2.40 8th Grade Graduation Requirements](#)

## **CHAPTER 3: Student Fees and Meal Costs**

[3.00 Fees, Fines & Charges; Waiver of Student Fees](#)

[3.00-E1 Application for Fee Waiver](#)

[3.10 School Lunch Program](#)

## **CHAPTER 4: Transportation and Parking**

[4.00 Bus Conduct and Safety](#)

[4.10 Arrival](#)

[4.20 Dismissal](#)

[4.30 Before and After School Program](#)

## **CHAPTER 5: Health and Safety**

[5.00 Immunization, Health, Eye & Dental Examination](#)

[5.10 Student Medication](#)

[5.10-E1 School Medication Authorization Form](#)

[5.20 Communicable Diseases, Chronic Conditions & Nut Free Policy](#)

[5.30 Injuries and Illness at School](#)

[5.40 Recess Conduct and Safety](#)

[5.50 Search and Seizure](#)

## **Chapter 6: Discipline and Conduct**

[6.00 General Building Conduct](#)

[6.10 Disciplinary Definitions](#)

[6.20 Disciplinary Policy and Procedures](#)

[6.30 Consequences](#)

[6.40 Suspensions and Expulsions](#)

## **Chapter 7: Computer, and Technology**

[7.00 Computer/Internet Usage](#)

[7.00-E1 Chromebook Agreement](#)

[7.10 Violations](#)

## **CHAPTER 8: Extracurricular Sports and Activities**

[8.00 Athletic and Extracurricular Eligibility](#)

[8.10 Extracurricular Opportunities](#)

[8.20 Activities Code of Conduct](#)

[8.30 Expectations of Coaches and Sponsors](#)

[8.40 E-1 Concussion Form](#)

[8.50 Attendance at School-Sponsored Dances](#)

[8.60 Evening Events and After School Activities](#)

## **CHAPTER 9: Parent/Administration Policies and Notifications**

[9.00 Field Trips](#)

[9.10 Communications: Grievance; Complaint & Parent Teacher Procedures](#)

[9.20 Holiday Room Parties](#)

[9.30 Homeroom Assignments and Lockers](#)

[9.40 Lost and Found](#)

[9.50 Parent Notifications](#)

[9.60 Parent-Teacher Conferences](#)

[9.70 Photos of Students](#)

[9.80 Records](#)

[9.90 Student Interview by Agency or Police](#)

## **1.00 From the District Office**

It is with pleasure that the staff of Metamora Community Consolidated School District #1 (Metamora CCSD #1) welcomes you to a new school year! As a school district, we are very proud of our programs and rigorous academic standards. We are equally proud of our staff here at MGS because of their care of and dedication to our students' success. Furthermore, the effort and accomplishments of both current and former students makes MGS an excellent school.

This handbook and the MGS website provide procedures and policies under which we operate at Metamora CCSD #1. These policies are necessary for the health, safety, and education of all students. If you have questions regarding the contents of this handbook, you are encouraged to direct those questions to the principal and/or Student Services Coordinator.

While every attempt has been made to make this handbook and the website complete, it is impossible to address every situation that may occur during the school year. The administration and faculty have the authority, within the policies of the Board of Education and the School Code of Illinois, to make decisions not specifically covered by the handbook.

It is our goal that communication between home and school occurs as a vital component of a successful educational experience. We will make every attempt to keep you informed and ask for your assistance in creating a positive and productive learning environment for your son or daughter.

Please refer to this handbook as often as necessary.

### **1.10 MGS Vision, Mission, Philosophy, and Goals**

#### **MGS Vision**

Metamora Grade School is committed to providing our students with the necessary tools to become knowledgeable, creative, problem-solving citizens of the twenty-first century.

#### **MGS Mission**

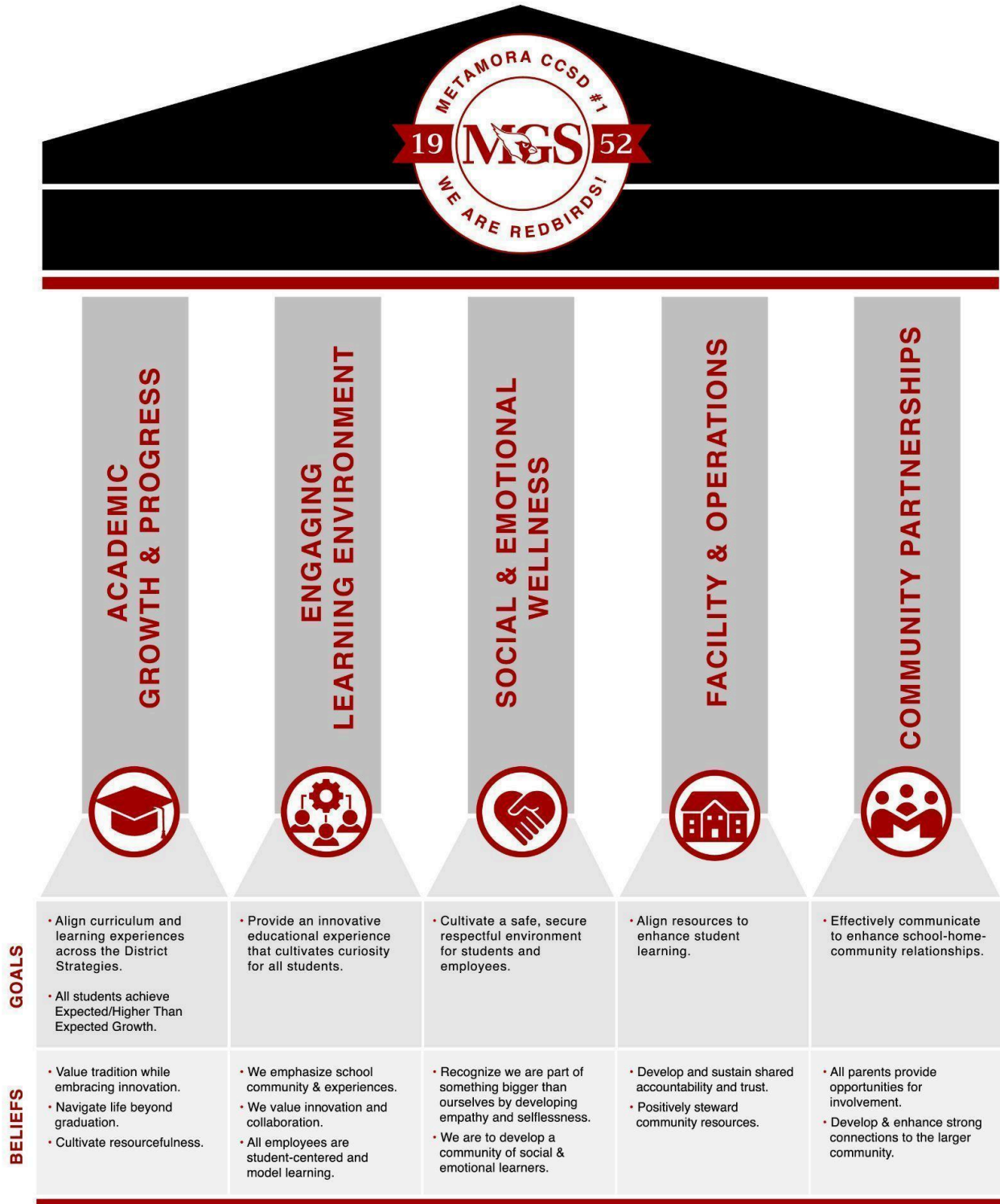
The mission of Metamora Community Consolidated School District #1 (Metamora CCSD #1) is to develop physical, social, and emotional potential. Our school exists for the benefit of our children, in partnership with parents and community, to provide the resources to help our students attain that potential. We will assist our children in construction of knowledge, development of disciplined inquiry, and awareness of the value of learning for today and tomorrow.

#### **MGS Philosophy**

We believe that everyone can learn, everyone is born with an urge to learn, an excellent education is within reach of all, and an education at MGS establishes the foundation for a productive and enriching life.

MGS District Strategic Plan

The MGS District Strategic Planning Committee, comprised of a cross-section of stakeholders, met throughout 2022. The Committee elaborated on five pillars that would serve as the backbone of the district, starting with shared beliefs as well as goals for each component. A more detailed layout indicators and progress towards each goal will be available on the website.



## 1.20 General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [mgsredbirds.org](http://mgsredbirds.org).

### [Board of Education Board Book\(Link\)](#)

The Board of Education is the legal authority of the School District. The Board meets at school monthly and the schedule is publicly announced. Meetings are open to the public. Staff members, parents, and community members need to submit questions or communications to the School Board through the Superintendent prior to the meeting. Board members' questions or communication to staff or about programs will be channeled through the superintendent's office. If contacted individually, Board members will refer the person to the appropriate staff, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

## 1.30 Educational Programs

Students enrolled at Metamora CCSD #1 have many opportunities for academic success through various methods. Metamora CCSD #1 is a prekindergarten through 8<sup>th</sup> grade academic center. It consists of self-contained classrooms in grades pre K-2<sup>nd</sup>. This means that one teacher services the basic subject offerings in those grade levels. Students in grades K-4<sup>th</sup> receive supplemental instruction that may include music, art, and computer education.

Most students in grades K-8<sup>th</sup> have daily instruction in Physical Education. Students also receive instruction in Health Education. Students in 1<sup>st</sup>-5<sup>th</sup> will receive Health one day a week during PE time. Students in 6<sup>th</sup>-8<sup>th</sup> receive Health for one quarter during PE time. Some students receive RTI support, band, counseling, art, chorus, and speech in place of specialty classes.

Students in 3<sup>rd</sup>-5<sup>th</sup> grade are instructed by two classroom teachers. One teacher will teach language arts and literature and one teacher will instruct math and science. Homeroom teachers will teach social studies. Students in 5<sup>th</sup> grade also have the opportunity to participate in band and choir. All students have the first two weeks of the semester to request a change to their schedule regarding these electives. This request must come from the parent/guardian directly to the Principal. Once the two-week deadline has passed, students are committed to their schedule for the duration of the semester.

Students in 6<sup>th</sup>-8<sup>th</sup> grades are departmentalized with a different teacher for each subject. Each academic class lasts 45 minutes, with 3 minutes in between to get materials and move to the next class. Students in 6<sup>th</sup>-8<sup>th</sup> grades do not travel together by homerooms. Qualified students have opportunities to be involved in Enriched Math courses (Algebra, Pre-algebra and Accelerated Math) and Enriched Literature courses based on various assessments. All students attend instruction in the core classes.

~~In addition, students in grades 6<sup>th</sup>—8<sup>th</sup> have the opportunity to take an elective: band, chorus, art, technology and a variety of other teacher-created elective options.~~ In addition, students in grades 5<sup>th</sup>-8<sup>th</sup> have the option to enroll in elective classes; band, chorus, art, technology, or study hall. All students have the first two weeks of the semester to request a change to their schedule regarding these electives. This request must come from the parent/guardian directly to the principal (Ben Dirks [bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)). Once the two-week deadline has passed, students are committed to their fine arts schedule for the duration of the semester.

### Band/Color Guard

Students in 4<sup>th</sup> grade receive weekly recorder instruction. Band is available in 5<sup>th</sup>-8<sup>th</sup> grades as an elective class. School-owned instruments are available to rent at a yearly rate. Students who elect to take band/color guard are required to make this commitment for a minimum of one semester. 7<sup>th</sup>-8<sup>th</sup> grade students may join the color guard.

### Choir

Choir is available as an elective for 5th-8th grade students. A syllabus is passed out describing the expectations of this class and notes are sent home detailing activities and upcoming events. Students who elect to take choir are required to make this commitment for a minimum of one semester.

### Art

Art is available as an elective for 6th-8th grade students. Students who elect to take art are required to make this commitment for a minimum of one semester. Students join art either two-three days per week.

### Additional Electives

Students in grades 6th - 8th also have other electives available for a quarter:

6th grade - Project Lead the Way (Flight and Space), Journaling, STEM Challenges, Reading for Pleasure,

7th Grade - Project Lead the Way (Design & Modeling), Mental Math Strategies, Health & Wellness, Science of Home, Children's Literature.

8th Grade - Project Lead the Way (Design and Modeling), Stop Motion Movie Making, School Newspaper & Yearbook, Music and Movement, Exploring Cultures.

## **1.40 Visitors**

Visitors are allowed to travel to classrooms only for a pre-arranged instructional activity or meeting. After being buzzed in, the visitor enters the building and must sign in at the Main Office. Those who have an appointment will sign in and obtain a "Visitor's Badge." Children not enrolled will not be allowed to visit classes without consent from the administration. Parents should arrange a meeting with a teacher in advance.

## **1.50 Students' Rights and Responsibilities**

### Student Rights

Students may provide input involving their school and their rights. Students have the right to the following:

- Physical safety and protection of personal property
- An atmosphere conducive to learning; safe and clean facilities
- Reasonable consultation with teachers, staff, and administrators
- High quality instruction and assessments
- Voice thoughts and opinions regarding school rules and procedures through student council representation, student surveys, and informal conversations with administration and teachers to discuss issues and to receive replies
- Equal opportunities without regard to race, gender, sexual orientation, religion, race, national origin, or disability.
- Due process procedures in matters involving suspension and/or expulsion
- Rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting

### Student Responsibilities

Students have the responsibility to:

- Put forth best effort to complete educational tasks, assignments, and assessments
- Be an active and prepared participant in their learning
- Be present and punctual in the learning process
- Learn and follow rules set forth by the teachers and administration
- Maintain appropriate behavior in words and actions at school and school sponsored activities
- Respect others at school and at school sponsored activities
- Dress and groom in a manner that meets district standards

## **1.60 School Closings**

Parents will be notified through the media and through our Skyward emergency call system in the event that school

is dismissed early because of snow or excessive heat or emergency situations. Parents should make clear, definite plans with the child whether someone will be home or of an alternate place to go. When in doubt about school cancellation, please check local TV and Radio Stations.

## **1.70 Accommodating Individuals with Disabilities**

MGS and Woodford County Special Education Association (WCSEA) collaborate to provide an appropriate public education in the least restrictive environment for all resident students with disabilities who have been declared eligible for, and in need of, special education programs and/or services. The term "students with disabilities" means students between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed.

Parents may request a referral to assess the student's academic progress. Based on the referral and assessment and response to interventions, a team of parent(s), teachers, administrators, special education association representatives, and person(s) qualified to interpret evaluation results meet to determine eligibility, determine specific needs, and develop an individual educational plan (IEP), if warranted. Upon determination of eligibility, the IEP team designs an individual education plan that includes specific instruction, adaptations, and services. The IEP may also include a Behavior Intervention Plan. Services offered include early childhood education, speech/language therapy, counseling, occupational therapy, physical therapy, and/or special education instruction. All students, whenever possible, are included in the regular education classroom for a portion or all of the day. Not all special education students' needs can be accommodated within the regular education setting; however, each student's educational setting will be structured to best meet his/her individual needs. Brochures are available that explain the rights of students who are eligible for special education services.

### Response To Intervention:

RTI (Response to Intervention) is best described as a multi-tiered system of academic and behavioral support through high-quality instruction/intervention matched to student needs, and monitors the learning rates through consistent assessment of students so we can make important educational decisions—especially in the core subject areas. This process involves using differentiated instructional strategies for all learners, providing appropriate and effective interventions, measuring student performance and modifying instructional practices based on student needs. This targeted instruction may be provided during specialty classes, before or after school.

RTI addresses student behavioral/social/emotional concerns using interventions, success cards, student contracts, checklists, and monitoring, etc. The RTI process involves a number of screeners to determine a student's need(s) as accurately as possible. The District's RTI Plan can be found on the website.

School Psychological Services: The School Psychologist is the liaison between Woodford County Special Education Association (WCSEA) and the school. The psychologist provides individual student assessments when necessary. The psychologist is available to make recommendations for families in need of community resources, too.

## **1.80 Parent Organizations and Booster Club**

### [PTO-MGS\(Link\)-Facebook\(Link\)](#)

The purpose of the Parent Teacher Organization is to encourage the participation of parents in school activities and to develop fellowship among parents, students, and faculty. The organization gives parents the opportunity to directly strengthen their child's education by supporting special events, fund-raising, and giving of their time and talents. The group includes a board of officers and committee members. Meetings are scheduled during the school year and notification of these dates will be placed in the newsletter, website, etc. All parents, teachers, community members, and interested people may attend the meetings. Parent volunteers are needed for many activities. All MGS families are encouraged to participate in the PTO activities.

### Sports Booster Club

The Sports Booster Club is an organization open to parents, administration, staff, and community members who wish to promote and encourage extracurricular achievement at MGS. The goals of the Sports Booster Club are to raise money, boost spirit, and promote participation. Members may serve on special committees that are developed throughout the year. The Sports Booster Club will meet two times each year. Meetings are open to the public.

The money raised in the Sports Booster Club goes directly back into the athletic program. Coaches are able to submit a wish list each year and the Sports Booster Club board members meet to make determinations on those wish list items. Items that have been purchased in the past include uniforms (on a rotation schedule), equipment, outdoor storage, and spirit wear.

#### [MGS Foundation for Educational Excellence](#)

The Foundation for Educational Excellence Organization's goals are to provide the necessary financial support for educational activities not currently provided by the school system and to produce a long-term endowment fund for such educational activities. Additional goals are to promote and develop additional experiences for our students and promote business, school, and community partnerships. Meetings have been set this year for 7:00 PM on dates announced in various media forms.

#### [Music Booster Club](#)

The Music Booster Club is an organization of parents, students, teachers, and community members who wish to promote and encourage musical (band/chorus) achievement at MGS. The goals of the Music Booster Club are to raise money, boost spirit, and promote participation. The money raised in the Music Booster Club goes directly back into the music programs. Members may serve on special committees that are developed throughout the year. Meetings are open to the public.

## **1.90 Student Appearance**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses are permissible only with administrator prior approval.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The building administration's discretion is final in questions about attire.

#### PE Shoes & Uniforms

When participating in any activity in physical education, athletic type shoes (close toed) are required to be worn for safety purposes. Students will not be provided or required to wear uniforms for PE.

## **2.00 Attendance**

MGS wants to see every child, all day, every day. The statutes governing school attendance are very specific and leave little option for MGS to excuse students from school. Illinois School Code supports regular attendance through its laws and funding based on enrollment.

## **2.10 Student Absences**

Any student who was absent a full day, whether excused or unexcused, may not attend an after-school activity on that day, including school sponsored musical and athletic activities. Students must arrive to school by 11:45AM to be present for a half day of attendance. If the absence is prior to the weekend, the student may not attend any school activities on that weekend.

### Excused Absences

Illinois State Code defines "the valid cause for an absence" (excused) as the following:

- Illness
- Observance of a religious holiday
- Death in the immediate family (parent, grandparent, or sibling)
- Family emergency (as decided by Administration)
- Other situations beyond the control of the student as determined by the Board of Education, (for example, medical appointments and court appearances)
- Other such circumstances, which cause the parent reasonable concern for child's safety or health

#### Student Non-attendance during Illness

There are times when a student should remain at home for his/her own welfare and the protection of other students. Your child should remain at home if he/she has:

- Uncontrollable and/or productive cough
- Fever of 100 degrees within the past 24 hours (without medication)
- Vomiting or diarrhea within past 24 hours (without medication)
- Sore throat and swollen glands
- Undiagnosed rash
- Earache, severe headache or drainage from the eyes

As governmental health and school organizations provide recommendations, any additional or modified guidelines and information will be shared with MGS families.

Students should remain home for 24 hours after an acute illness or after starting antibiotics for a diagnosed infection. Students are welcome to come to school mid-day if the 24 hours expires mid-day.

**Following three consecutive absences, a doctor's note will be required upon return to school to receive excused absences.**

### Unexcused Absences

All other absences that are not included in the above list will be considered unexcused. If there is trouble getting to school, please alert the secretary or principal when you call to report the absence. Every effort will be made to help each family get the student to school.

### Reporting Absences

Students are considered chronically absent after missing 10 total days of school regardless if they are excused or unexcused. Students are considered chronically truant after accumulating 10 unexcused absences. As a result, communication from a parent/guardian is required for each absence after the tenth absence.

Parents must notify or contact the main office before 8:45 AM stating why their child is absent and specify the date(s) concerning their absence(s). It is also highly encouraged and beneficial if you inform their homeroom teacher as well. The reason for the absence must be stated; if no reason is provided it will be marked as unexcused. A phone call is made by 9:30AM to families of students who we have not heard from.

### Notification of Absences

For absences, the student and parent/guardians will be informed about attendance requirements in this manner:

- 5 excused or unexcused absences: MGS will communicate the number of student's absences to the parent/guardians through an email.
- 10 excused or unexcused absences: MGS will communicate the number of student's absences to the parent/guardians through an email and letter home.

**Once a student attains 10 total absences, all further illness related absences must be accompanied by a doctor's note in order to excuse the absence. If a doctor's note is not provided, the absence will be unexcused.**

Beyond 10 total absences, depending on the nature of the absences, a referral may be made to the Truancy Officer of the Regional Office of Education. If the Truancy Officer of the Regional Office becomes involved in attendance violations, procedures may include court action.

### Tardiness

Tardiness: Any student who arrives in their classroom after 8:15 AM is tardy. Parents must bring children into the main office if they arrive after 8:15 AM.

Excessive tardiness will result in disciplinary action or truancy referral.

### Missing Assignments

A parent may ask if homework for an absent student can be ready before 2:30 PM on the day of their absence. If work should be available, it will be ready after 2:30 PM, in the front office. All absences, both excused and unexcused, require that all work must be made up. It is the student's responsibility to gather the work and turn it in to their teacher(s) within the allotted time frame given by the teacher.

On the first day of a student's absence (excused or unexcused) the students will be given two days to make up work. For each day following the initial absence, students will receive an additional day for each day's absence. Once a student returns to school and then becomes absent at a later date, the student's initial absence will be given two days to make up work and then one day for each consecutive day absent. Students receive full credit for work that is turned in by the proper due date. A child may need to miss nonacademic school activities to complete make-up work/tests to stay current with the remainder of the class.

Students who are absent are held responsible for any work assigned prior to his/her absence. For example, if a student is absent the day of a test, project, quiz, or paper, but was present when the assignment was made, he/she is expected to turn in the work or take the test the day he/she returns to class. Projects with long-standing due dates will also be expected upon return, unless prior arrangements have been made directly with the teacher.

Teachers may not be able to provide assignments in advance.

## **2.20 Grading and Promotion**

### Grading System:

Report cards are now issued in trimesters—either digitally (2nd-8th) or hard copy K-1. The reporting system gives the teacher the opportunity to report academic, social, and behavioral progress and/or concerns. Parents are encouraged to contact the child's teacher with any questions about their student's progress.

Beginning in 2nd grade students' grades are viewable via the Skyward online grade system. Parents and students can login with a private username and password in order to view their student's progress at any time. Grades are typically updated online once per week. For questions about Skyward login information, please contact Mr. Weber, MGS Director of Technology ([pweber@mgsredbirds.org](mailto:pweber@mgsredbirds.org)).

### Grading Scale:

Kindergarten & 1st Grading Scale: 3=Meets grade level expectations; 2=Progressing Towards, but not yet meeting grade level expectations; 1=Does not meet grade level expectations

2<sup>nd</sup> -8th Grade Grading Scale: A=100-93, B=92-85, C=84-77, D=76-69, U or F=68-0. The second and third grade students receive letter grades in reading, language arts, math and spelling. Social studies and Science grades: S=70% and above or U=69% and below.

### Reassessment Policy

To emphasize student skill development, students will be allowed to retake assessments based on the following

conditions:

- Retake opportunities may not be offered for all assessments. Teachers will inform students prior to an assessment if the opportunity for a reassessment is available
- Students will be required to retake an assessment if they scored lower than a 68%.
- Students may only retake each assessment one time.
- Students must have completed all related classwork and homework assignments in order to retake an assessment.
- Students must make arrangements with the teacher as to when and where they will reassess.
- The retake assessment may be different in design, but equal in rigor. The structure of the reassessment may change at the teacher's discretion.
- The higher assessment grade will be recorded within the gradebook.

#### Metamora Graduate Skills (MGS)

One portion of the report card for each grade level will reflect four major nonacademic skills as developed through the strategic planning process. Problem Solving, Responsibility, Empathy and Perseverance. This is to report students' progress on these vital skills. [Link here](#)

#### Yearly Honor Recognition for Grades 5-8

- High Honor Roll-Students who end with an A in all academic subjects and passing grades in all other subjects (PE, Music, Band, Chorus, Art) will qualify for the High Honor Roll.
- Honor Roll-Students who end with grades of not less than B in all academic subjects and passing grades in all other subjects will qualify for the Honor Roll.
- 8th Grade Awards

#### Retention Guidelines

- Before the end of the calendar year, parents will be notified that retention is under consideration. Teachers and/or administration will meet with the parents to discuss academic concerns and interventions that will be utilized to avoid retention.
- Before the end of the second trimester the teacher will fill out the appropriate form and return it to the principal. At the end of the second trimester, the principal will send a letter to notify the parents of the consideration of retention. The parents and teachers will meet to discuss the possible retention.
- A student's mastery of the required curriculum/standards and his or her preparedness for the next grade level will be assessed by the teacher and support staff to help determine grade placement.
- A student considered for retention must have an intervention plan in place, developed (with the parents' help) through the RTI (Response to Intervention) program.
- If the student, parent, and faculty have followed the intervention criteria listed above, and if the middle school student is failing 3 or more core academic subjects (Reading/Literature, Language Arts, Math, Science, or Social Studies) using the end of year average, retention is a possibility.
- 6<sup>th</sup> -8<sup>th</sup> grade students are eligible to complete the MGS Credit Recovery Program in the summer. Those students who did not graduate and who chose to attend this program for assistance will be responsible for all fees and transportation associated with the program. MGS will provide information and make referrals to eligible students regarding this program.



## **2.30 Expectations for Academic Practice**

The purpose of homework at MGS is to practice newly taught skills, review previously mastered skills, develop independent study habits, or extend/enrich the curriculum. Practice will not be used as a behavior management tool or as a form of punishment. Due to students' varying working rates and abilities, the time spent in completing a practice assignment may vary among pupils completing the same assignment.

Practice may include unfinished work from daily exercises, or extra practice, rereading a selection, etc. Teachers will communicate practice assignments with students and parents.

### Redbird Liftoff (Mandatory After School Help)

The objective of the Redbird Liftoff program is to provide an environment in which students can complete necessary grade level learning objectives that may have otherwise been skipped or incomplete. Rather than assigning a zero, students may be required to attend Redbird Liftoff if he/she is not completing his/her classroom work. Parents will be notified in advance when their child is being asked to stay.

## **2.40 8th Grade Graduation Requirements**

[8th Grade Graduation Requirements Information \(link\)](#)

## **3.00 Fees, Fines, Charges: Waiver of Student Fees**

Textbooks are issued to each student during the first week of school. Workbooks and other consumable materials are also included in that distribution. Books should be kept in neat and clean condition. Parents may be asked to pay to replace books and lost/damaged materials. Books must be at school for daily work. Lost or damaged books must be paid for with payment based on the judgment of school personnel.

The Board of Education determines the book rental fee for textbooks every year. This fee needs to be paid in full before school starts. If your family is having difficulty paying that fee, please speak directly to the principal or superintendent and a plan will be arranged. Registration fees must be paid before participating in the first scheduled game/activity for students in extra activities.

Metamora Grade School's library is open to all students. Students have a scheduled library time and are allowed to check out books at the discretion of the librarian. Books need to be returned on their due dates. If the book is lost or damaged, the parent will be charged the full cost to replace this book.

The following outlines the basic fees:

-

Registration/Book Rental Fee (Student registration): \$160.00

Replaced textbook fee: \$10.00-\$100.00, depending on the cost of a replacement book.

Activity Fee: \$50.00 per activity, maximum of \$150 per student.

-

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for federal free meal programs. Please contact the office personnel for further information concerning assistance or payment waivers. Students will not be denied educational services or academic credit. *A fee waiver does not exempt a student who cannot pay the registration/book rental fee from charges for lost or damaged books, locks, materials, supplies, and/or equipment.*

## **3.00-E1 Application for Fee Waiver**

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/2462/MGS/1503358/Free\\_Reduced\\_Breakfast\\_Lunch\\_ApplicationFY23.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2462/MGS/1503358/Free_Reduced_Breakfast_Lunch_ApplicationFY23.pdf)

## **3.10 School Lunch Program**

### Breakfast Program

A light breakfast entree is available for students from 8:00 AM until 8:10 AM. Upon arrival, students will not be allowed to enter the cafeteria until 8:00 AM. If the student completes breakfast after 8:10 AM, they must finish eating and arrive at class before 8:15 AM. Students are not required to sign up for the program and may eat breakfast whenever they choose to do so.

### Lunch Program

Students may not go home for lunch with other students. Students may bring a sack lunch or purchase a hot lunch.

Money to pay for one or more meals or milk must be deposited in the student's lunch account in advance. Deposits are made by check or cash and should be given to the homeroom teacher at the beginning of the day, or through Skyward (via RevTrak) at any time. Checks/cash will be sent to the office for deposit into the student's account. Account balances can be viewed via Skyward Family Access and Skyward automatically sends out an email or weekly phone call when balances reach \$4.50 or below. Money from the lunch account may not be withdrawn to pay for other fees.

Soda is prohibited at lunchtime.

Lunch fees:

milk-\$0.55

student lunch-\$3.50

adult lunch- \$4.25

hungryman-\$1.50 (extra entree available for 5th-8th grade students)

## **4.00 Bus Conduct and Safety**

In order to prevent confusion and increase safety, the following bus rules must be followed:

1. It is encouraged that students get on at the same spot and off at the same bus stop every day.
2. **IMPORTANT:** The Director of Transportation must approve all bus changes so he can determine if there is available seating. If an emergency occurs, contact the bus transportation director Elizabeth Stephens (estephens@mgsredbirds.org) or call the main office.
3. Please contact the Director of Transportation prior to 1:00 pm. The Director of Transportation will alert the office staff and the office staff will contact the homeroom teacher.
4. Parents will be asked for identification if they try to take their child from the bus. Please understand that our bus drivers may not be able to identify each parent.

Students should arrive at the bus stop 5-10 minutes earlier than the scheduled time due to slight variations from the assigned bus schedule. Students are assigned to a bus using the student's legal residence. Students must ride the assigned bus to school and home unless otherwise authorized.

If possible, students and parents should report bus problems to the bus driver before referring the situation to the administration. Students who do not follow the bus behavior rules will be reported by the driver to the transportation director and/or the Student Services Coordinator for disciplinary action.

Students will:

- Follow school rules on the bus and at bus stops
- Show common courtesy (keep hands, feet, and objects to yourself); No improper physical actions; No throwing objects within the bus or out the window;
- Be respectful and obey driver's directions the first time they are given
- Water bottles should contain water ONLY
- Remain in your assigned seat facing forward at all times
- NOT eat or drink on the bus (On regular school routes, consumption of water may be an exception to this rule for safety and during hot weather. During extra-curricular routes, eating/drinking may be permitted depending on the age of students, number of supervisors, coach/sponsor permission, and discretion of the bus driver.)
- NOT be loud, noisy, vulgar, or abusive
- NOT litter, write on, or damage the bus (school property) in any way
- NOT take harmful, distracting, or large objects on the bus (ex. skateboards, radios, games, toys, balloons, basketballs, large stuffed animals or live animals)
- Remain absolutely quiet near a railroad crossing, by stop signs, in heavy traffic, or when requested
- NOT touch safety devices on the school bus
- Keep all objects except large band instruments on your lap
- NOT use aerosol sprays (ex. body sprays, hair spray, and deodorant)

Video cameras with audio systems are used on buses to monitor conduct and maintain a safe environment for

students and employees.

## 4.10 Arrival

All doors will be locked during the school day. Visitors must come to the main doors to be buzzed into the building and proceed to the main office. Anyone entering will need to state who they are, and/or show identification, and will need to state the reason for entering the building. Items brought for a student or teacher must be dropped off in the office. The office will notify the teacher when items are in the office for retrieval. Students need to be in their classroom/homerooms prepared for class prior to 8:15 AM.

Madison Street/Back of the Building: Recommended 3rd - 8th grade - Students arriving by car should be dropped off in the back (North side) of the building. The Madison Street door is unlocked from 8:00-8:15 AM for arrival time on Madison Street. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can drop off students at once. We ask that students exit the car on the passenger side for safety purposes. Any student arriving after 8:15 AM must use the front doors.

Chatham Street/Front of the Building: Recommended K-2nd Grade - Arrival time is between 8:00-8:15 AM at the front of the building. A student drop off lane will be available for car riders. We ask that you pull up as far as you can before letting your child out of the car. For the safety of our students we ask them to exit the car on the passenger side by the sidewalk. Parents that want to walk students to the sidewalk or to the front doors must park and use the crossing area to the sidewalk.

## 4.20 Dismissal

Madison Street: Students exit through the junior high doors starting at 3:00 PM. Students may wait on the sidewalks or shelter next to Madison Street for their ride. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can pick up students at once. Any students not picked up by 3:15 PM will be taken to the front office to contact their family.

Chatham Street/Front of the Building: Anyone picking a student up at the front of the building at dismissal time must park in designated parking spots and meet the students on the sidewalk. Please use the designated crossing area when walking through the parking lot with children. We encourage parents to move to their vehicles quickly to reduce crowding on the sidewalks.

During the school day:

Please schedule medical appointments before or after school whenever possible. If a student must leave during the day, send a note to the teacher, contact the office @ 309-367-2361 or email [secretaries@mqsredbirds.org](mailto:secretaries@mqsredbirds.org), use the main front entrance, and the office will sign your student out. When returning, the office will sign the student back in.

Changes:

To change from your child's established way home, please send a written note to their homeroom teacher or call the office by 8:45 AM with any changes for the day and/or week. Emails are not a reliable method of informing the teacher of dismissal plans. For your student's safety, we recommend that each student have an established way of going home for consistency.

Walker/Bike Rider:

A crossing guard is provided for safety purposes at the crosswalk area at Route 116 and Morgan Street from 7:50-8:15 am and 3:00-3:30 pm. All students who need to cross 116 should do so only at Morgan Street when the crossing guard is present for their own safety. Students must obey the instructions of the crossing guard.

## 4.30 Before and After School Program

<https://www.rightatschool.com/districts/metamora-il/>

## 5.00 Immunization, Health, Eye & Dental Examination

### **Minimum immunization requirements for schools in Illinois:**

DTaP – 4 doses with last dose on or after 4<sup>th</sup> birthday  
 Polio – 4 doses with last dose on or after 4<sup>th</sup> birthday  
 MMR – 2 doses with first dose on or after 1<sup>st</sup> birthday  
 Varicella – 2 doses with first dose on or after 1<sup>st</sup> birthday  
 Hepatitis B – 3 doses according to recommended guidelines  
 Tdap – 1 dose on or after age 11 (entering 6<sup>th</sup> grade)  
 Meningococcal – 1 dose (entering 6<sup>th</sup> grade)

### **Physical Examinations**

[Physical examinations](#) (Certificate of Child Health Exam - CCHE) are required of all students prior to entering kindergarten, 6th grade and 9th grade, and immediately upon entrance into any public school, irrespective of grade, if the pupil has not previously been examined prior to or upon entrance into another school. A copy of the physical examination and immunizations as law requires must be placed on file in the school office. For questions regarding examinations or immunizations, contact your physician or the Woodford County Department of Public Health at 467-3064. Students must fulfill these medical requirements by October 15th, or they could be excluded from school until these requirements are met. Objections to this requirement must be made in writing to the school by the parents or legal guardian of the child, or by the child's physician.

5th-8th grade students participating in any organized athletic activity through the school are required to have a [sports physical](#) on file before the first day of tryouts or practices for that event. For students in 6th grade, the CCHE can also be used as a sports physical. However, the sports physical cannot be used in place of the CCHE. This is an IESA rule that Metamora Grade School is required to enforce for the health and safety of each student.

### **Dental Examinations**

[Dental examinations](#) are required for all students entering K, 2nd, and 6th grades. Each of these students must present proof of having been examined by a dentist before the initial entrance into these grades.

### **Vision Examination**

[Eye examinations](#) are required for all students entering Kindergarten. Each of these students must present proof of having had an eye exam by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th, of the school year. If the child fails to present proof by October 15th, the school will hold the child's report card. This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist.

### **Vision and Hearing Screening**

Vision and hearing screenings are administered each year according to Illinois State Public Health mandates. Vision screening is mandated each year for the following student groups: Kindergarteners who have not had a vision exam, 2<sup>nd</sup>, 8<sup>th</sup>, special education, new students, and all teacher referrals. Vision screening is not a substitute for complete eye and vision evaluation by an eye doctor. Your child is not required to participate in this vision screening if a current optometrist or ophthalmologist report is on file at the school. A hearing screening is mandated for all students in K-3<sup>rd</sup>, special education, new students, and teacher referrals. Notice of testing dates will be available at the school office. Screening results will be shared with parents/guardians if your child failed the screening test(s).

## **5.10 Student Medication**

### **Administering Medicine at School**

Administering medication during school hours or during school-related activities is allowed only for the health and well-being of the student. Under most circumstances, only the school nurse will administer medication. Teachers

and other non-administrative school employees, except office personnel, are generally not allowed to administer medication to students (field trips being one exception).

**Any medication (prescription or non-prescription) that shall be dispensed under supervision at school requires a signed statement from parent and doctor. A doctor's order, doctor's signature, and parent/guardian signature are required for ALL medication using the school medication authorization form.** This form will remain valid and on file at MGS for 13 months. If a prescription or dose changes, a new form is required. The parent/guardian will supply the Medication Authorization form, properly labeled medications as directed by a physician, and maintain current emergency contact information in the school office.

**All medication must be brought in to the school office by a parent/guardian and will be locked in a secured cabinet in the nurse's office. Medication should not be sent to school with a child.** In general, a student is not allowed to carry medication at any time, however, a student may carry and self-administer asthma medication or use an epinephrine injector when the pupil is at risk of anaphylaxis; the emergency action plan should state the need to carry/self administer.

MGS has a standing physician's order for Ibuprofen, Acetaminophen, Hydrocortisone cream and cough drops. These over-the-counter (OTC) medications can be used for situations such as an occasional headache, menstrual cramps, and mouth pain from orthodontic work. With an OTC [signed consent](#), if your child requests medication at school, the parent/guardian will be contacted to notify of the request and to verify that the student has not recently taken any other similar medication. The nurse will keep a supply of tablets/chewable tablets to administer in such situations. If your child is exhibiting symptoms of an illness, he/she will be sent home.

**Essential oils** will be administered under nurse or office guidance at the K-3rd level. An essential oil usage form should be filled out and submitted to the nurse.

**Cough drops/throat lozenges:** If the over the counter consent (as described above) is not completed, a parent must provide a written, dated note for the teacher(s), that verifies that the student is permitted to have cough drops from home.

The School 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School 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 auto injector and/or medication, or the storage of any medication by school person for specific and/or nonprescription medicine. Nothing in this policy prohibits any school employee from providing emergency assistance to students, including administering medication.

### **School District Supply of Epinephrine Auto-injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the district and provide or administer them as necessary according to State law. State law or the Illinois Emergency Epinephrine Act allows the District to authorize the school nurse or designated school personnel to administer an epinephrine auto-injector to any student which the designated school personnel in good faith professionally believes is having an anaphylactic reaction. This policy does not guarantee the availability of an epinephrine auto-injector; No one should rely on the district for availability of an epinephrine auto-injector. Students and their parents should consult their own physician regarding this medication.

### **District Opioid Antagonist Supply & Undesignated Albuterol**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. A school nurse or trained personnel, as defined by state law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose.

MGS is participating in the State of Illinois' undesignated emergency asthma medication program. This program allows the school nurse or other trained staff to provide emergency asthma medication to students and others who are experiencing respiratory distress while at school. This program is available to all students, even those who do not have a formal asthma diagnosis. The medication (albuterol) is an inhaled medication and is safe, effective, and will be administered under emergency circumstances according to the IL State Board of Education. This program is not intended to replace a student's personal inhaler or asthma action plan. If you do not want your child to receive emergency albuterol under any circumstance, please make your request known by emailing [nurse@mgsredbirds.org](mailto:nurse@mgsredbirds.org)

## **5.10-E1 School Medication Authorization Form**

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/2462/MGS/2695702/Medication\\_Authorization\\_Form.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2462/MGS/2695702/Medication_Authorization_Form.pdf)

## **5.20 Communicable Diseases, Chronic Conditions & Nut Free Policy**

### Well Being/Medical

MGS asks that you share confidential medical information and keep the school informed regarding your student's health. This information will be used to plan for your student's health needs, and will be shared only with those members of the professional and support staff who have direct responsibility for the student during school hours, school transportation, or after-school events. If your child has a chronic illness or disease such as asthma, diabetes, seizures or severe allergies, please notify your child's teacher(s) and contact the school nurse to complete an emergency action plan to assist school personnel in caring for your child in the event of an emergency situation at school.

### **Communicable Diseases and Chronic Conditions**

#### **Communicable Diseases**

MGS will follow the guidelines of the local, state, and national health agencies as well as the state board of education and other officials to minimize the spread of infectious diseases (such as COVID-19) at MGS. The decision regarding whether or not a student with a chronic communicable disease will be allowed to attend school will be made by administration. The Illinois Department of Public Health may be contacted for advice/consultation.

#### **Head Lice**

Parents should notify the school office/nurse if they suspect their child has head lice. Appropriate treatment will be discussed. The student should stay home from school and receive proper head lice treatment prior to returning to school. If a student is at school when head lice/nits are discovered, the school nurse will notify the parent to discuss and arrange for treatment. The student may return to school after appropriate treatment has begun.

#### **Chronic Conditions**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies or life-threatening chronic illnesses or other qualifying disabilities will be eligible under Section 504. Our school district may be able to appropriately meet a student's needs through other means.

#### **Allergies/Asthma/Diabetes/Seizures**

Parent(s)/guardian(s) are responsible for notifying the school nurse and homeroom teacher of their child's allergies, asthma, diabetes, and seizures. Parents must complete the Medication Authorization Form (described below)

regarding the student's need for medication at school or during school related functions. An Emergency Action Plan is also required. Please see the school website for the specific Emergency Action Plan and Medication Authorization Form. The school will disseminate information to the appropriate school personnel about the student's action plan while maintaining the confidentiality of the student's information.

### **Nut Free Policy**

All student classroom snacks, party treats or other class-wide treats must be nut-free. Per teacher approval, students may be permitted to bring a nut-free snack for themselves to eat in the classroom. Food containing nuts may only be brought in student lunches and consumed in the cafeteria during lunchtime only. Designated nut-free tables are available in the cafeteria for all grade levels. Students are not to share food at any time.

**Party treats or birthday treats must be store bought and pre-approved by the teacher. See classroom teacher for a pre-approved list of snacks. Other treats may be approved only if clearly labeled as "peanut/tree nut free" or "made in peanut/tree nut free facility."**

## **5.30 Injuries and Illness at School**

Serious illness or injury occurring at school must be reported immediately to the classroom teacher, school nurse, office, or other school personnel. The nurse will record the office visit and determine appropriate response. In the case of an accident, faculty supervising the student during the accident will complete an accident report.

### **Injured Students - PE Excusal**

Students who need to be excused from participation in physical education must have written permission from a parent/guardian and/or doctor. A note from your parent/guardian will excuse a student for up to 3 days. If a student needs an excuse for more than 3 days, a doctor's note will be required and the student may not resume physical activity until the date given by the doctor's release. Any student excused from PE must also be excused from all recesses. A [recess waiver](#) is available for parents/students who wish to still go outside with an injury, however, activity restrictions apply.

### **Illness Guidelines for Not Attending School**

If your child is not well, please use the following guidelines to determine whether or not they should be in school. If you think that your child might have a fever, please check before sending them to school. Your child should not return to school until they have been fever-free for at least 24 hours without medications. More specific guidelines may be applicable in certain situations such as with Covid-19. Please refer to those guidelines on the MGS website in such circumstances.

<b>Symptom/Illness</b>	<b>Child should not be at school or in contact with other children:</b>	<b>If child feels well enough, he/she may attend school:</b>
Cough	Frequent or uncontrollable or accompanied by fever	Infrequent or if has been antibiotics for at least 24 hours and no fever
Fever	If temperature is 100 or above	If temperature is below 100 for 24 hours without taking a fever reducing medication and there are no other symptoms
Diarrhea or vomiting	One episode of vomiting or diarrhea	It has been 24 hours since vomiting or having diarrhea
Strep Throat or Scarlet Fever	Sore throat, headache, nausea, fever  The only way to rule out Strep is with a throat culture	After 24 hours on antibiotics and fever free for 24 hours
"Pink Eye"	Eye is red with complaints of pain or itching. Crusty, white or yellow drainage is occurring	Has been on antibiotics for 24 hours or symptoms have improved/or note from doctor stating no longer contagious

Conjunctivitis		
Rash/skin infection	Any child with rash or signs of skin infection not having been evaluated by doctor	Rash free, written release from doctor, or after 24 hours on antibiotic for skin infection
Flu	Fever of 100 and above with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting or diarrhea	Fever free (less than 100) for 24 hours without having been given fever reducing medication or release from physician if diagnosed with any type of flu

## Wellness Program

**Belief Statement:** The Board of Education of Metamora Community Consolidated School District #1 is committed to providing a learning environment that supports and promotes wellness, nutrition, and an active lifestyle and recognizes the positive relationship between nutrition and physical activity and the capacity of students to develop and learn. The school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

**Intent:** The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness attempts to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

## 5.40 Recess Conduct and Safety

K-8th students will have at least one scheduled recess. Students who are excused from recess due to medical restrictions will report to the office for recess, and will miss PE as well. If a student is exempt from PE due to illness or injury, he or she will automatically be in the office for recess. A recess waiver is available for parents/students who wish to still go outside with an injury, however, activity restrictions apply. During inclement weather, recesses will be held in the gym/s or classrooms.

Students will:

- Follow directions given by the supervisors and respect one another.
- Follow the commonly accepted rules of games.
- Use the playground equipment safely and properly.
- Swing sitting down.
- Sit feet first going down the slide, facing forward, and one at a time.
- ONLY throw soft playground balls (no other foreign objects)
- Wear appropriate outdoor clothing during cold months.
- K-8<sup>th</sup> students should wear appropriate footwear (close toed) for running, kicking, climbing, and other playground activities.
- Please note: K-5th students usually need to wear athletic shoes due to their active participation outside; shoes must have non-marking rubber soles, ties, closed toe, closed heel, Velcro, or elastic fasteners. Non-athletic shoes (such as flip-flops, sandals, slip-ons, etc.) can be worn if the student is not playing on any climbing equipment or participating in running games.
- Stay in the designated area determined by the recess monitors.
- One person at a time must step or climb on such items as stepping pods, climbing rocks, and pod bars, etc.
- Back or front flips off of the low bars are not allowed.
- Put recess equipment away quietly and promptly and form a single file line when the bell rings or when a whistle is blown.
- Travel to and from recess in a quiet, single file, and orderly manner.
- Parents and other visitors (adults/children) may not accompany a child to recess.

## 5.50 Search and Seizure

School administrators are authorized to conduct searches of students and their personal effects, and the property of the district (such as lockers), in accordance with Board policy. School authorities (school administrators) may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, cell phones, handheld wireless devices or other items) when reasonable grounds exist for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. The parents/guardians of the student searched will be notified of the search as soon as possible.

## 6.00 General Building Conduct

### Bicycles, Scooters, Hoverboards, Roller Shoes, and Skateboards

Bicycles must be kept in bike racks at all times. It is the responsibility of the student to keep his or her bike safe while on school property. When students are riding their bikes to and from school each day, they need to follow bicycle rules for the safety of our students, including all walkers, bike riders, and bus riders. Students are not allowed to ride bikes on the sidewalk or around the parking lot before or after school during the school year.

Skateboards, scooters, roller blades/skates/shoes, and hoverboards are not allowed on school property. If a student has these items at school, whether it is before or after school, or while attending evening events, the item will be confiscated and returned to the student at a later date.

Metamora CCSD #1 is not responsible for lost, stolen, or damaged personal belongings. It is the student's responsibility to keep his or her items safe while at school.

### Book Bags and Purses

At grades 6<sup>th</sup>-8<sup>th</sup>, book bags and purses are not allowed to be carried from class to class during the day. They are allowed when coming to and from school. However, students should be responsible for keeping their things safely locked in their lockers during the day. Metamora CCSD #1 is not responsible for lost or stolen purses, book bags or personal items.

### Cafeteria Expectations

- Enter the cafeteria in a quiet, single file line
- Students with their lunch card ready get priority in line.
- Be responsible and respectful in all that you do.
- Stay seated while eating. Only leave the table (to go throw away items or return their lunch tray) after you have finished eating your meal
- Do not share or eat food from another student
- Use your manners, including speaking politely and using an inside voice.
- Keep your area clean on top of the table and underneath it.
- Leave the cafeteria, and move through the school building in a respectful manner, with appropriate hallway behavior. Many classroom instructors are teaching lessons during lunch.
- All food and beverage should be eaten inside the cafeteria unless otherwise directed by a staff member.
- Raise your hand if you need assistance

### Cell Phones & Electronic Devices

Upon arrival at school until 3:05 PM, electronic devices are to be powered off and left in the student's locker. The following electronic devices include, but are not limited to: iPods/tablets, smart watches and ear buds, iPads/tablets, smartphones, cell phones, headphones, headsets, and any other devices or systems that have wireless internet capabilities. These, too, are prohibited within the school building, on the school buses, and during field trips. Students without lockers must place devices in book bags.

If a student is caught calling, texting, answering his/her cell phone, smartwatch, Fitbit, or taking pictures or the phone rings or vibrates: on the first offense, the phone, smart watch, or device will be confiscated and returned to

the student at the end of the day. On the second offense, the student will receive an after school detention and the device returned to the parent. On subsequent offenses, the student will receive an in-school suspension and the device will be returned to a parent. However, if at any time, inappropriate use or information is noted, procedures and/or consequences will be handled differently.

MGS takes no responsibility for the loss, theft, or damage of electronic devices.

## 6.10 Disciplinary Definitions

Academic Dishonesty (Cheating): Any action intended to obtain or assist in obtaining credit for work that is not one's own. Examples include submitting another's work as one's own, obtaining/accepting a copy of tests or answer keys, giving/receiving test questions or answers, copying from another student's test/homework or allowing a student to copy, using materials that are not permitted during a test, plagiarizing, presenting other students' work as their own and/or published materials as one's own, and having someone else prepare the assignment.

Academic dishonesty can result in the following consequences:

Consequences (Grades K-2):

- Determined at teacher's discretion to help students learn what academic dishonesty entails.

Consequences (Grades 3-8):

- Students will be required to complete a similar assignment/assessment during an after school detention and/or Redbird Liftoff. The student will continue serving detentions or attend Redbird Liftoff until the assignment/assessment is satisfactorily completed and a reflection activity is completed.

Alcohol, drugs, tobacco, and electronic cigarettes/vaporizer: Alcohol, drugs, tobacco, and electronic cigarettes/vaporizer/Juuling: Using, possessing, distributing, purchasing, or selling illegal drugs, "look-alike" drugs, performance enhancing drugs, prescription drugs not prescribed to that student, drug paraphernalia, inhalants, alcoholic beverages, or tobacco/substitute tobacco products (vaporizer/electronic cigarettes/Juuling) materials is prohibited. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but (a) one that a student believes to be, or represents to be, an illegal drug/controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student represented the item to be such. Students will not be permitted to attend school when they are using or under the influence of alcohol or illegal drugs and will be treated in the same manner as though they had alcohol or drugs in their possession. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs, alcohol, or tobacco or vaping products brought onto school property and will submit such items for analysis, if needed. School authorities will contact the school resource officer/local authorities for any individual found, knowingly and illicitly, to possess, distribute, and/or use drugs, "look-alike" drugs (including drugs/alcohol/tobacco), and/or drug paraphernalia on school property or at school related events. Activities related to alcohol, drugs, and tobacco will result in, but is not limited to, a suspension and/or referral to the legal authority.

Cyber/Cellular Bullying/Harassment: Any activities on electronics that are considered harassing, threatening, or bullying another student while outside or inside the school (email, text messaging, messaging, social networks, internet, etc.) will be dealt with if it negatively impacts the school environment. Metamora Grade School will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Please contact local authorities for more information regarding laws governing internet safety.

Making an explicit threat toward the safety and security of a school employee, a student, or any school-related personnel on an Internet website/social media is prohibited. Consequences include, but are not limited to, a suspension and/or referral to the legal authority.

Physical or Psychological Harm of Others: Bullying, intimidation, and sexual harassment of students or adults are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will assist in the safety of the students to protect from retaliation who report incidents of bullying, intimidation, or sexual harassment/ hostile harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate, or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, appearance, ability/performance, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy or

other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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. Disciplinary actions will be taken for such behavior.

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property will not be tolerated and will be disciplined.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. 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 sexual activities.

Anyone who believes he or she is the victim of bullying, intimidation or harassment or has witnessed such activities is encouraged to discuss the matter with the Student Services Coordinator, school social worker, or a classroom teacher. People may choose to report to a person of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Anyone who makes a good faith complaint will not be disciplined for reporting their concerns. An anonymous tip line is available for reports to be submitted on the district website in the section labeled, "For Students."

Anyone who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, detention, referral to the authorities, suspension, and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. The District has also adopted policy 7:185, that prohibits Teen Dating Violence.

Weapons/Firearm: Students may not possess, use, control, or transfer any object that may be used to cause bodily harm, including but not limited to a weapon, as defined by Section 921 of Title 18, United States Code; firearm defined in Section 1:1 of the Firearm Owners Identification Act; use of weapons as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be construed in a manner consistent with the Federal Individuals with Disabilities Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for transfer to an alternative school program in accordance with Article 13A of the School Code.

In responding to some situations, it may be necessary for our school to conduct a formal screening of a student who is involved in a dangerous behavior or circumstance. This screening and assessment process is conducted by the MGS Behavioral Threat Assessment Team. It is a best practice approach following the recommendation of the U.S. Secret Service and U.S. Department of Education.

## **6.20 Disciplinary Policy and Procedures**

### Disciplinary Procedures

The philosophy of discipline at Metamora CCSD #1 is to work directly with students to resolve a conflict before it becomes problematic, as well as to work towards improving behavior and maintaining the dignity of students.

The staff of Metamora Grade School have the responsibility of maintaining discipline in the school. Students are expected to behave in an appropriate manner, displaying respect for their peers, school personnel, and themselves.

All disciplinary actions will follow procedures and guidelines consistent with district policy, behavioral intervention plans, IDEA, Illinois School Code, and current case law. All school personnel have the authority to stop misbehavior, provide student consequences, and/or notify the Student Services Coordinator or principal of violations

of policies or expectations. A confidential disciplinary record for all students referred to the Student Services Coordinator or principal are kept in Skyward.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Discipline violations generally fall into two categories—either a minor infraction or a major infraction. Each has its own progression of consequences.

Consequences for Minor Infractions – issued by the classroom teacher, specialty teachers, recess monitor, bus driver, cafeteria monitor, secretary, substitute, instructional aide with teacher approval, Student Services Coordinator or any school administrator.

- Student conference and/or student contracts
- Temporary removal from classroom or activity and/or loss of privileges (including field trips)
- Telephone/electronic report to parents by teacher, student, and/or administration
- Temporary loss of inappropriate items
- Written assignments or apologies
- Payment for damaged property/restitution to correct damaged property
- Written report to parents, teacher, and/or administration
- Parental conference with teacher and/or administration
- Detainment before school, during lunch, after school, and/or during recess(es) \*\*Certified/non certified substitutes disciplinary consequences must be approved by an administrator; and non certified staff detentions will be referred to administration.)
- Detention after school on Tuesdays and Thursdays from 3:15 -4:30 (K-8<sup>th</sup>) \*certified substitutes disciplinary consequences must be approved by an administrator; and certified staff-detentions will be referred to administration.
- Redbird cards (varies by grade level for incentives/privileges to encourage positive behavior)
- Others: Restitution, service projects, referrals to the Student Services Coordinator, etc.

Consequences for Major Infractions – administered by the principal, superintendent, and/or school board and for which disciplinary action is warranted or required by local policies or state law.

- Seizure of contraband (including, but not limited to, pornography, drugs, alcohol, weapons, stolen items).
- Notification of juvenile authorities (regarding illegal drugs or paraphernalia, look-alikes, physical assault, alcohol, or weapons) or illegal acts.
- Bus suspension or expulsion, or referral to the superintendent for action.
- In-school suspension (based on Senate Bill 100).
- Out-of-school suspension (based on Senate Bill 100).
- Expulsion from school by Board of Education (based on Senate Bill 100).
- Transfer to an alternative school program.
- Handbook and school rules apply to the student whether in the school building, on school grounds, on the school bus, or at all school-sponsored events, even those occurring off-campus.
- A minor offense may be considered major if severe, repeated, or combined with other offenses.

Any major misconduct by a student not addressed above will be handled by the school administration. The administration reserves the right to change a disciplinary action based on circumstances. The above outlines the general actions that will be taken by school officials; however, the actions will not be limited to these actions, based on an individual case.

## Disciplinary Policy

When students are referred to the Student Services Coordinator or principal, the following table outlines some general disciplinary actions that can be taken by school officials. Consequences may vary according to severity, frequency, details of the offense, maturity, and functioning level of the students. Offenses not listed below will be handled in a manner appropriate for the behavior and student.

Behavior Types	Definitions	Examples	Disciplinary Actions or Consequence
Aggressive Physical Behavior  <u>See Physical or Psychological Harm of Others for a detailed definition found on page 23.</u>	Minor: Student engages in non-serious, but inappropriate physical contact. Major: <u>Intentional</u> actions or threats involving serious physical contact where injury may occur.	Minor: Pushing, pulling, accidental hitting, horseplay, etc. Major: Hitting, punching, scratching, kicking, fighting, hair pulling, biting, etc.	Minor: Consequences include but are not limited to Warning or Detention. Major: Consequences include but are not limited to Parent Conference, Detention, Suspension, or Expulsion.
Alcohol, Drugs, Nicotine, E-cigarettes, Juuling, Vaping, Tobacco or any other illegal or "look alike" products  <u>Detailed Definition found on page 22</u>	Major: Students with illegal drugs, "look-alike" drugs, performance enhancing drugs, prescription drugs not prescribed to that student, drug/ alcohol/tobacco paraphernalia, inhalants, alcoholic beverages, tobacco, etc.	Major: Using, possessing, distributing, purchasing, or selling.	Major: Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities and/or Expulsion.
Bus Safety	Minor: Any activity that occurs on the bus that could be considered unsafe, disruptive, or inappropriate acts to one or more of the passengers and/or driver on the bus. Major: Repeated activity that is considered dangerous or an activity that is considered severely dangerous to the passengers and/or driver on the bus.	Minor: Some examples of unsafe behavior include, but is not limited to, not sitting, yelling, or distracting behavior, etc. Major: Repeated unsafe or minor behavior, physical harm, dangerous actions, etc. <u>The bus is an extension of the classroom and disciplinary actions listed apply to the bus as well.</u>	Minor: Consequences include but are not limited to Warning, Assigned Seat, or Detention. Major: Consequences include but are not limited to Detentions, Parent Conferences, Use of Seating Restraints, Bus Suspension, School Suspension, Bus Expulsion, or Expulsion.
Cyber/Cellular Bullying  <u>See Cyber/Cellular Bullying for a detailed definition found on page 22-23.</u>	Major: Any activity on electronics that is considered harassing, threatening, disrupting the daily operation of school, or bullying another student during school.	Major: Harassing, threatening, or bullying staff or students through email, texting, messaging, social networks, internet, etc.	Major: Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion.
Disrespect to Adults/Insubordination/ Threats/Intimidation/ Defiance	Minor: Student engages in brief or low-intensity failure to respond to adult requests. Major: Refusal to follow directions, talking back and/or rude social interactions.	Minor: Not following direction, not completing classwork, telling "no", rolling eyes, ignoring requests, etc. Major: Repeated minor behaviors, name calling, inappropriate language or tone, etc.	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Major: Consequences include but are not limited to Parent, Conference, Detentions, or Suspension.
Disrespect to Peers  <u>See Physical or Psychological Harm of Others for a detailed definition found on page 23</u>	Minor: Low-intensity name calling or other rude social interactions. Major: Student repeatedly delivers disrespectful messages (verbal or gestural) to another person that includes <u>bullying</u> , threats and intimidation, obscene gestures, pictures, or written notes.	Minor: Name calling, making faces, rude behavior. Major: Disrespectful messages include negative comments based on race, religion, gender, age, sexual orientation, and/or national origin; sustained or intense verbal attacks based on	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Major: Consequences include but are not limited to Parent Conference,

		ethnic origin, disabilities, or other personal matters.	Detentions, Suspension, or Expulsion.
Gang Activity	Major: A gang is a group of two or more persons whose purpose includes the commission of illegal acts.	Major: Gang activity includes, but is not limited to, wearing, using, or distributing, displaying, or selling any clothing, jewelry, emblem, or badge that evidences or promotes gang affiliation, soliciting other people to join, and/or using verbal or non-verbal acts demonstrating such affiliation.	Major: Consequences include but are not limited to Parent Conference, Suspension, Legal Authorities, or Expulsion.
Honor Code Violation  <u>See Academic Dishonesty (Cheating) for a Detailed Definition found on page 22.</u>	Major: Lying, cheating, omitting parts of the truth in order to misplace blame, forging signatures, repeated or continuous lying, plagiarism, cheating, etc.	Major: Forging parent signature, cheating on homework or tests, lying, plagiarism, cheating on homework or tests, lying, etc.	Major: Consequences include but are not limited to Parent Conference, Decreased Grade, Detentions, or Suspension. Cheating: Consequences listed in the detailed definition below.
Inappropriate/Abusive Language	Minor: Student verbalizes or draws or writes using language that is inappropriate for school image. Major: Repeated verbalizing or writing using language that is inappropriate for school.	Minor: Name calling, written or verbal insults, etc. Major: Repeated name calling, cursing, written or verbal insults, cursing, etc.	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Major: Consequences include but are not limited to Parent Conference, Detentions, or Suspension.
Inappropriate Display of Affection	Minor: Student engages in physical, verbal, or written displays of affection that are not appropriate in a school environment. Major: Repeated engagement in physical, verbal, or written displays of affection that are not appropriate in a school environment or engagement in any sexual act other than mouth kissing, failure to immediately cease the act of affection toward the recipient.	Minor: Kissing, inappropriate hugging based on age level), physical touching over clothing of private body parts, writing or verbalizing non-explicit inappropriate messages, etc. Major: Repeated minor inappropriate displays of affection, physical touching over clothing of private body parts, physical groping, under clothing touching of private body parts, explicit written/verbal messages, engagement in any sexual act other than mouth kissing, etc.	Minor: Consequences include but are not limited to Warning, Detainment, or Detentions. Parent Conference or Suspension. Major: Consequences include but are not limited to Detentions, Parent Conference, Suspension, or Expulsion.
Property Damage/Misuse	Minor: Low-intensity misuse of property. Major: Students participate in an activity that results in destruction or disfigurement of property.	Minor: Littering, erasable writing on property, breaking pencils, etc. Major: Repeated minor behaviors, damage that can't be easily fixed or cleaned, etc.	Minor: Consequences include but are not limited to Warning, Detainment, Detentions, or Restitution. Major: Consequences include but are not limited to Parent Conference, Restitution, Detentions, Suspension or Expulsion.

Sexting	Major: Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images.	Major: Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic devices, or cellular phone.	Major: Consequences include but are not limited to Parent Conference, Suspension, or Expulsion.
Skipping Class/School/Detention	Minor: Missing an assigned class/(es) or detention for all or any part of the class. Major: Repeatedly missing an assigned class/s or detention for all or any part of the class, tardy.	Minor: Intentionally skipping a class, school, detention, or forgetting to attend a detention. Major: Repeatedly and intentionally skipping a class, school, detention, or forgetting to attend a detention, repeated tardy.	Minor: Consequences include but are not limited to Detainment, Parent Conference, or Detentions. Major: Consequences include but are not limited to Parent Conferences, Detentions, or Suspension.
Technology Violation	Minor: Student engages in low-intensity misuse of any school technology. Major: Repeated misuse of any school technology or deliberate act of technology abuse or visiting an unapproved site.	Minor: Improper handling of equipment, not following staff directions when using technology, etc. Major: Use of technology without staff permission, repeated minor misuse of technology or falsifying grades, stealing passwords, cyber bullying, deliberately accessing or downloading inappropriate content, damage to computer/s, etc.	Minor: Consequences include but are not limited to Detainment, Warning, or Detentions. Major: Consequences include but are not limited to Detentions, Parent Conferences, Fines/Restitution, Legal Authority, Suspension, or Expulsion.
Theft	Minor: Student is in possession of, having passed on, or being responsible for removing someone else's property. Major: Student is in possession of, having passed on, or being responsible for removing someone else's property.	Minor: Taking pencils, erasers, items of little or no value. Major: Repeated minor behaviors or taking items of significant value.	Minor: Consequences include but are not limited to Restitution or Detentions. Major: Consequences include but are not limited to Restitution, Detentions, Legal Authorities, or Suspension.
Weapons/Firearms  <u>See Weapons/Firearms for a Detailed found on page 23</u>	Major: Knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, scissors, pencils, and pens may be construed as weapons.	Major: Possession, use, control, or transfer or any object that may be used to cause bodily harm.	Major: Consequences include but are not limited to Legal Action, Alternative School, Suspension or Expulsion.

### 6.30 Consequences

Lunch/Recess Detention – A student will eat their lunch and sit in the Main Office during their lunch time. (3 lunch recess detentions is considered equivalent to 1 after school detention.)

After School Detention – A student will stay after school for a 90 minute period of time. Detentions will be served on Tuesdays and/or Thursdays from 3:00-4:30 PM.

Detainment – A student is considered detained when they remain in the office for a duration of 1 hour or longer due to behavior.

In-School Suspension – When a student serves an in-school suspension, he/she is required to be in the office for an amount of time decided on by the Student Services Coordinator or principal. While serving the in-school suspension, students must complete their work assigned by their teacher/s.

Out of School Suspension – When a student serves an out of school suspension, he/she is not allowed on school grounds for an amount of time decided on by the Student Services Coordinator or principal. While serving the out of school suspension, the student must complete all assignments made during their absence as defined in the absent section of the handbook.

Expulsion – A student (including special ed. students) may only be suspended for an accumulated maximum total of 10 days. Anything more than 10 accumulated days is considered an expulsion. The student and parents are given their due process and must appear in front of the board of education. The board of education determines if a student can be expelled from school for more than 10 days.

## 6.40 Suspensions and Expulsions

- 1-3 day suspensions require: A continuing threat determination; and reasonable steps to minimize suspension (RTI behavioral interventions, behavioral plan, counseling, and behavioral chart).
- 4-day suspensions require: A continuing threat determination; and reasonable steps to minimize suspension; and that interventions have been exhausted.
- 5-10 day suspensions require: All of the requirements for 4-day suspensions; and the provision of appropriate and available support services.
- All suspensions require: Make-up work; A return-to-school plan; and Appeal Rights (if parents request the suspension be reviewed and the Board upholds the suspension, the written decision will include specific statements on the action taken, discussion, and possible behavioral alternatives).
- School administrators have the authority to suspend students for up to 10 days without Board approval. Parents must be provided notice when a student is suspended: a statement of the reasons for the suspension and the right to a review of the decision.
- Students can be expelled for acts of gross disobedience or misconduct for up to 2 calendar years. Parents must be provided notice when an expulsion is proposed and a hearing. Suspensions and expulsions may include exclusion from all school activities.
- Appeal Rights: The school board must give specific reasons why removing the student from the school is in the best interests of the school and provides a rationale for the duration of the expulsion. Similar requirements apply for alternative school placement.

## 7.00 Computer and Technology

The use of our computer labs and classroom computers, Chromebooks, iPads or other electronic devices is a privilege at MGS. Technology allows our students to learn and share knowledge. The rules listed below regarding the acceptable use of technology apply at all times to devices which are MGS property, regardless of whether or not the device is on the physical property of MGS. Parental authorization is required before students are allowed to use this resource, except for instruction and for school assessment/state testing.

The use of the Internet may be required for some classes. MGS uses a filter system as well as GoGuardian to monitor and keep our staff and students safe while online. Signing the authorization to use the computer systems acknowledges that you understand that you are legally responsible for your child's actions. **Please fill out the appropriate consent form for the Handbook Student and Parent Consent Statement document to give permission for each of your children to use the Internet appropriately at Metamora Grade School.**

The computers at MGS, whether in the classrooms, hallways or in the computer labs, with use of the servers or independent of the servers, are the property of the school. All computer usage is monitored by a safety control, particularly for Internet website usage. **At no time is a student allowed to be on the Internet without staff permission and supervision.**

Any violation of computer or Internet guidelines deemed inappropriate by the administration may lead to the following actions: When an unacceptable use occurs, the minimum discipline may be a detention. The maximum discipline may be, but is not limited to, payment for hardware damage, payment for time required to repair workstation software or service software, legal fees, loss of computer and Internet privileges, suspension, and expulsion. The computerized benchmark assessments will receive individualized monitoring. Alternate activities may be assigned during computer class if privileges are revoked.

## **7.00-E1 Chromebook Agreement**

[Chromebook Agreement Contract Form Final.docx](#)

### **7.10 Computer/Internet Violations**

#### **Students may not:**

- Bully others or attempt to cause psychological harm to others, students and staff, through use of the Internet, commonly known as “cyber-bullying”, while using school equipment or during school time.
- Remove or install software (including downloads of photos, music, or games).
- Deliberately or carelessly damage equipment (including hardware and software).
- Use equipment without authorization (including hardware and software).
- Use a password or ID that does not belong to the user.
- Use personal email, blogs, and personal websites or unapproved websites.
- Gain access or “hack” into someone’s file.
- Access materials that do not serve an educational purpose or are considered inappropriate for school, such as social networking websites, material that is profane or obscene, anything that advocates illegal acts, or advocates violence or discrimination towards other people (hate literature).
- Post personal information about themselves or other people, including address, telephone, school address, home/work addresses, pictures with names, or video bites, clips, etc., causing loss of privacy or potential physical or emotional harm to a person.
- Make connections that create “backdoors” to the District, other organizations, community groups, etc. that allow unauthorized access to the District’s network.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
- Play Internet games, unless approved by the teacher.
- Plagiarize works found on the Internet or other resources.
- Vandalize a system, whether through malicious attempt to harm or destroy data, the Internet, system software, any other network or computer hardware, or by creation of will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- Network security is of high priority. If the user can identify a security problem or firewall problem on the internet, the user must notify the technology coordinator or administrator. Do not demonstrate the problems to others. Attempts to log in to the Internet as a system administrator or any other person will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District’s private network.

## **8.00 Athletic And Extracurricular Eligibility**

Participation in athletics and extracurricular activities is a privilege, not a right. Student participation in

school-sponsored extracurricular activities is contingent upon following Board Policy and is governed by the Illinois Elementary School Association (IESA) regulations. Athletic opportunities include baseball, golf, softball, boys' and girls' cross-country, boys' and girls' basketball, girls' volleyball, and boys' and girls' track, speech team, scholastic bowl, chess. Other activities offered by MGS, such as cheerleading, dance, color guard, band, chorus, student council, MGS Jr. High Journal, Math Counts, First Lego League, and other clubs are subject to the eligibility requirements as outlined by MGS, in coordination with the club's coach/sponsor.

### **Homework Expectations**

It is expected and understood that any student missing class due to an extracurricular school function is responsible for turning in assignments due the day of his absence, and obtaining and completing new work assigned the day of the absence. Work must be turned in on the day of his return to class. Failure to do so will result in consequences for late work according to the handbook and teachers' classroom policies.

### **Written Permission**

Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility for the risks involved. This waiver includes insurance information that needs to be on file in the Junior High office before attending practices, tryouts, and school sponsored activities.

### **Physical Examination Required**

Students participating in athletics, cheerleading, or dance must have a current physical examination conducted by a physician within the last 395 days. The physician's examination card must state that the student's health status allows for active athletic participation. The sports physical document must be turned in to the office before try-outs/practices.

### **Activity Registration Fee Required**

5<sup>th</sup>-8<sup>th</sup> grade students involved in an extracurricular activity are assessed an activity fee for each extracurricular activity. The athletic/other extracurricular activity fees (\$50.00 per activity) need to be submitted to the office or paid through Revtrak. **This student's fee must be paid before the first game or contest.** (Athletic director may modify the fee requirements as warranted for a participant).

### **Regular Attendance Required**

Regular attendance at school, team or activity practices and contests is required. A student must be in attendance by 11:45 AM on the day of an extracurricular event in order to participate. If a student leaves school due to illness, he or she may not participate in any after-school activity. The administrator must approve any exceptions to the half-day attendance ruling. The athletic director reserves the right to consider extenuating circumstances on an individual basis. To participate in a weekend or holiday contest, a student is required to be in attendance no later than 11:45 AM, and through the end of the school day, on the school day prior to the contest.

### **5th-8th Passing Grades Required**

5<sup>th</sup>-8<sup>th</sup> graders must be passing in all subjects to participate in interscholastic competition, based on IESA guidelines. A passing grade is higher than 68.5% (or, a "D"). Eligibility is determined weekly based on the cumulative grade for the nine weeks. Teachers complete the eligibility report by Friday of each week (or the last day of student attendance for that week). Participants listed on the Friday ineligibility report will be declared ineligible for the following week, Monday through Saturday. Students, parents, and coaches will be notified of ineligibility status. IESA passing grade eligibility guidelines do not apply to local music/band concerts/contests and school sponsored activities unless specified by the sponsor/coach (see guidelines below). A student academically ineligible may attend and participate in practice sessions only if approved by the coach. The recommendation is that the ineligible student use this time to work on schoolwork. A student academically ineligible may not participate in or dress for the performance or competition. Attendance at the game may only occur with the permission of the coach. The coach has the right to dismiss a student from the team if the student is ineligible repeatedly. Parents will be notified if a student is in jeopardy of losing his/her place on the team.

**Band, Chorus, and Art Activities:** A student is considered ineligible for that grading period if they are failing in one or more subjects three weeks of a nine-week period. Even if a student is found ineligible, he or she must participate in an activity that is counted or considered towards the overall final grade (e.g. band concerts are

figured into the final grade for the students, but pep band is not graded. Students must participate in the concert, but cannot be part of the pep band while they are ineligible).

**Student Council:** For eligibility guidelines, refer to the Student Council Member Agreement.

### **Good Conduct Required**

The coach of each activity will prepare a set of expectations for proper sportsmanship, leadership, academic standing, and participation for that activity. Each coach's written guidelines/expectations will be given to the students for their parents to sign. Each student is to follow the MGS expectations to maintain his/her place on the team. Students involved in extracurricular activities must conduct themselves during school and at events such as not to reflect discredit to the school, and not to create a disruptive influence on discipline or the school environment. Students must comply with any academic or disciplinary action before attending a practice or activity. A student serving an in-school or out-of-school suspension may not attend or participate in any extracurricular activity, practice, or competition on the day of the suspension.

### **Loss or Abuse of Equipment and/or Uniforms**

Participants in activities are responsible for uniforms and/or equipment issued. Equipment/uniforms must be maintained and cleaned before returning to the coach. Loss or abuse of school items will result in the participant being assessed the replacement cost of the item. The athletic uniform will be worn only for athletic contests or at the request of the coach.

## **8.10 Extracurricular Opportunities**

Any student interested in becoming part of an athletic team needs to have a current physical on file in the Jr. High office before practices and tryouts. If a physical "expires" during the season, the student is required to have a new physical completed before it expires. If a student does not follow that requirement, he or she will not be allowed to participate in practices or games until the requirement is met.

**Baseball**—is open to all 6<sup>th</sup>-8<sup>th</sup> grade boys. The season begins with tryouts during the first week of August. Games begin before the start of the school year in August and are played late afternoon. The season ends during the first week of October.  
(Activity Fee Required)

**Basketball**—has two different seasons, one for the girls and one for the boys. Our girls' basketball season begins with tryouts in August/September. We have two girls' teams, a 6<sup>th</sup>/7<sup>th</sup> grade team, and an 8<sup>th</sup> grade team. We co-op with St. Mary's of Metamora. Games begin in September and the season ends in December.

We have three boys' basketball teams. The 6<sup>th</sup>/7<sup>th</sup> grade boys' and the 8<sup>th</sup> grade boys' teams begin their season with tryouts in October. Their season ends in February.

Our 6<sup>th</sup> grade boys' team runs a shortened season of games, with tryouts beginning after 7<sup>th</sup> grade tryouts are completed. The 6<sup>th</sup> graders that make the 7<sup>th</sup> grade team do not have to try out for the 6<sup>th</sup> grade team and are included on the 6<sup>th</sup> grade team roster. Practices begin in December or January, and their game season runs through February or the beginning of March. The 6<sup>th</sup> grade games can be the traditional 4 quarters, or just 2 quarters. Coaches make that decision before each game. However, the goal is to allow each of the boys playing time. (Activity Fee Required for all Basketball Teams)

**Competitive & Sideline Cheerleading**— is open to all incoming 6<sup>th</sup>-8<sup>th</sup> grade girls. Tryouts are held in the spring of the previous school year for the next cheerleading squad. Girls are scored on various cheerleading skills, including jumps, cheers, sportsmanship, voice, and tumbling (although this is not a requirement). Girls attend a cheerleading camp and practices throughout the summer. They may attend away games for the boys' season.  
(Activity Fee Required)

**Chess Club**—is open to all 6<sup>th</sup>-8<sup>th</sup> graders. Sign-ups are done in the winter of the school year, with participation in the IESA State Chess competition. (Activity Fee Required)

**Cross Country**—is open to all incoming 5<sup>th</sup>-8<sup>th</sup> graders, including boys and girls. It is a coed team. We co-op with St. Mary's in Metamora. The course distance for all meets is approximately 2 miles. Meets begin mid-August

before school starts and run through mid-October. (Activity Fee Required)

**Dance Team**—is open to all incoming 6<sup>th</sup>-8<sup>th</sup> grade girls. Tryouts are held around the same time as cheerleading tryouts. Girls are scored on dancing skills and sportsmanship. Practices generally begin in September and run through the end of the boys' basketball season. The girls perform at all home boys' basketball games, and generally one girls' basketball game. They do not attend away games. (Activity Fee Required)

**Golf**—5<sup>th</sup>-8<sup>th</sup> grade activity. A \$40 activity fee is paid by the participants who are attending Sectionals. The participants will compete in the IESA sectional match and possibly advance to State.

**Track**—is open to 6<sup>th</sup>-8<sup>th</sup> grade student athletes. This season begins in the spring. Home meets are held at Metamora Township High School. We co-op with St. Mary's. (Activity Fee Required)

**First Lego League**—5<sup>th</sup>-8<sup>th</sup> grade activity. This league introduces younger students to real-world engineering challenges by building Lego-based robots to complete tasks. The Lego activities apply technology, math concepts, science concepts, team-building, and critical thinking. (Activity Fee Required)

**Scholastic Bowl**—is open to all 6<sup>th</sup>-8<sup>th</sup> grade boys and girls. It is a co-ed team and begins their season in January. They begin with tryouts to determine the team and begin practices twice a week. Meets are scheduled from February through April. (Activity Fee Required)

**Science Club:** Science club is an extracurricular activity that is held once per quarter for 6<sup>th</sup> grade students. Science club will meet for one hour before or after school, and will be focusing on STEM or inquiry demonstrations that are outside of 6<sup>th</sup> grade curriculum. There is no activity fee charged for Science Club.

**Softball**—is open to all incoming 6<sup>th</sup>-8<sup>th</sup> grade girls. The season begins with tryouts during the last week of July. Games begin in mid-August, before the school year starts, and are played late afternoon. The season ends at the end of September. (Activity Fee Required)

**Speech**—is open to all 5<sup>th</sup>-8<sup>th</sup> graders. Speech begins in September and generally runs through November's contest. Students may work alone, in duos, or triples or large groups, to recreate skits using their voices, and improvisation as areas of competition. Students perform at the State contest in November. (Activity Fee Required)

**Student Council**—any 6<sup>th</sup>-8<sup>th</sup> grade student can apply. Interested students are selected through an application process completed by teachers. Student Council begins having meetings at the beginning of the school year. Meetings are held before school. Students participate in leadership opportunities and activities. For eligibility guidelines, refer to the Student Council Member Agreement. (No Activity Fee Required)

**Volleyball**—tryouts and practice begin in December. We have three separate girls' teams: a 6<sup>th</sup> grade team, a 7<sup>th</sup> grade team, and an 8<sup>th</sup> grade team. Games begin in January and end in March. Our 6<sup>th</sup> grade team is an introduction to the game of volleyball, teaching the fundamentals of the game. 6<sup>th</sup> grade matches are played after 7<sup>th</sup> and 8<sup>th</sup> grade games. Our 7<sup>th</sup> and 8<sup>th</sup> grade teams play their matches after school. (Activity Fee Required)

## 8.20 Activities Code of Conduct & Agreement to Participate

[The MGS Athletic Code of Conduct is linked here.](#)

## 8.30 Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from either a physician licensed to practice medicine in all its

branches in Illinois, or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in Illinois. Parents will be notified of possible head injuries by the supervisor/coach.

## **8.40-E1 Concussion Form**

### **8.50 Attendance at School-Sponsored Dances**

Attendance at school-sponsored dances is a privilege. Only MGS Jr. High students may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **8.60 Evening Events and After School Activities**

Students must leave the school building at 3:00 PM or 3:05 PM dismissal. Students are only allowed to be in the school building after school hours if they have an athletic practice, are attending an academic activity, are seeking help from a teacher, or are serving a detention. If a student is in the building, he or she will need to be with a staff member or the appropriate sponsor. For example, if a student's basketball practice does not begin until 4:00 PM and the coach is not in the gymnasium to supervise students, **the student must not be at school.** For any games that have a start time after 4:30 PM, the students must leave the building at 3:05 PM and plan to return later.

Student attendance during the school day is more important to their academic success than student attendance at after school events. **Students who are not at school during the regular attendance hours for class, or who were serving a suspension, will not be allowed to attend after school events that day.**

Attendance at after-school events is a privilege. All daily school rules apply to students attending after-school events, both during home events and during events held at other schools. If a student is representing Metamora Grade School, we expect that the student will exhibit desirable conduct. Students might be denied this privilege for poor behavior, poor attendance, or poor academic effort. The administration has final determination in deciding which students may or may not attend activities. Supervisors of activities have the right to remove any student or adult who demonstrates inappropriate behavior.

## **9.00 Field Trips**

Field trips are an integral part of the school curriculum and contribute to the district's educational goals. For school events, the sponsor of the activity will supervise school field trips and after-school functions. Students who have repeated or severe behavior concerns (e.g. suspensions, repeated major misbehaviors, and others). During the nine weeks of the field trip, students must be meeting promotion requirements (failing no more than two core subjects as a yearly average) at the time of the class trip in order to participate. If any student exhibits severe misconduct before a field trip, parents will be notified of loss of field trip privileges.

A cell phone or other smart technology may be used outside of the school day with the approval of school personnel or while returning home from a school sponsored event with permission from the coach or sponsor to contact parents regarding transportation issues. The use of cell phones on field trips or extra-curricular events for 5<sup>th</sup>-8<sup>th</sup> students is at the discretion of the sponsor/teacher.

Energy drinks are not allowed on field trips, during the school day, or at school functions.

Grade Level Field Trips: Students are to ride the school bus to and from field trips. Students must follow the direction of the teachers regarding the structure of the field trip. Students may not leave the field trip with a parent chaperone without pre-arranged permission.

Chorus, Band and Art Field Trip Guidelines: Guidelines may vary based on the supervisor. Students are to ride the school bus to and from the activity during school hours. Students who are not eligible for promotion to the next

grade are not allowed to participate in fine arts field trips at the end of the year.

Chaperones are not to purchase souvenir items or concessions for students. Based on the needs of the class, the teacher determines the number and selects the individuals who will chaperone field trips. Only those asked to chaperone may accompany the class on the trip. Chaperones may not bring other children on the trip. Any chaperone who does not follow the guidelines set forth by the teacher may forfeit the chance to chaperone in the future.

Parents/guardians must sign the school's Handbook Acknowledgement and Consent Form to give permission for their child to attend field trips. In addition, individual consent forms are sent for each field trip for K-5<sup>th</sup> students.

## **9.10 Communication: Grievance, Complaint Procedures, and Parent Teacher Communication**

Grievance Procedures:

Students, parents, guardians, employees, or community members should notify the District Complaint Manager (Superintendent) if they believe that the School Board, its employees or agents have violated the rights guaranteed by the State or Federal constitution, State or Federal statute or Board policy including: 1. Title II of the Americans with Disabilities Act; 2. Title IX of the Education Amendments; 3. Section 504 of the Rehabilitation Act of 1973; 4. Claims of sexual harassment under the Illinois Human Rights Act; and/or 5. Title VII of the Civil Rights Act of 1964, etc. See Policy 2:26 in the Metamora School District #1 Policy Handbook.

Complaint Procedures:

When a student or a parent disagrees with an issue involving the student, either academic or behavioral, the chain-of-command procedure needs to be followed.

The formal chain of communication should be the homeroom teacher first or the person directly involved in the issue. If there is no resolution at that level, the parent should then move up the chain of command: principal then superintendent, and finally, the Board of Education. Parent complaints or suggestions shall be referred to the appropriate level staff member. Each complaint or suggestion shall be considered on its merits. An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board. Anonymous letters or calls will not be given credibility.

### Parent-Teacher Contact

Positive and consistent communication between parents and teachers helps improve academic performance. In general, teachers will respond by the end of the next school day to a parent's email, text, note, or phone call. However, special circumstances may result in a delay in the teacher's response to communication from a parent.

Below are the effective steps involving the chain of command:

1. The parent or teacher will initiate the contact by email, note, or phone call to the teacher (or parent) involved.
2. If unresolved, this will be followed by a phone conversation or meeting between the parent(s) and teacher and if necessary, an administrator.
3. Administration ensures that parent concerns regarding teachers are addressed with the teacher prior to requesting administrative intervention.

## **9.20 Holiday Room Parties (K-4)**

The MGS PTO will send out communication to determine holiday party volunteers. A PTO room party coordinator will organize the events and schedule supervision and supply requests. Holiday parties are for the classroom students; therefore, parental attendance at a party is limited to only those individuals identified on the sign-up to plan and lead the party. Party volunteers may not bring other children to the party. Party treats or birthday treats must be store bought and pre-approved by the teacher. These treats may be approved only if clearly labeled as "peanut/tree nut free" or "made in peanut/tree nut free facility." See classroom teacher for a pre-approved list of snacks.

## 9.30 Homeroom Assignments And Lockers

Students in grades K-8<sup>th</sup> are placed in classes to create heterogeneous groups with a balance of abilities, needs, and gender. The District does not honor parent requests for specific teachers.

### Lockers

Each student in grades 5<sup>th</sup>-8<sup>th</sup> and some younger grade students are issued a locker for his/her books and personal belongings. These lockers will change annually. Lockers are to be used only by the person that is assigned to that locker. The combination should be kept private for the safety of the individual's belongings.

Students are not to place stickers, signs, sports signs, club signs or other permanent/non-permanent signage on lockers. Students shall keep the lockers clean and well maintained. School related materials may be placed on lockers with administrator's approval. Birthday decorations are not allowed on lockers.

Lockers are school property, district-owned. Therefore, they may be examined at any time by authorized personnel.

## 9.40 Lost and Found

Any articles found without a known owner should be turned into the office immediately or placed into the lost and found in the multipurpose room. Any articles not claimed will be donated to a charity periodically. The only items that will be kept in the office are cell phones, glasses, keys, audio equipment, jewelry or money.

## 9.50 Parent Notifications

1. Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) requires that Metamora Grade School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Metamora Grade School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. MGS-PTO prints a student directory with the name of the student, parent name/s, address, and phone number. Please refer to the Handbook Acknowledgement and Consent form. If you do not want Metamora Grade School to disclose directory information you must notify the District in writing by September 15.

2. Protection of Pupil Rights Amendment (PPRA):

The PPRA gives parents and students who are 18 or older or emancipated minors (eligible students) certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

- Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories: political affiliations; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of student's family members; privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers; religious practices, affiliations, or beliefs of the student or student's parents; or income other than required by law to determine program eligibility. A survey that concerns any of these points is called a "protected information survey".
- Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them: activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others; any protected information survey, regardless of funding; and any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

- Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them: protected information surveys of students (including any instructional materials used in connection with the survey); documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum
- Receive notification of district policy. The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through U.S. Mail, email, Parent-Student Handbook, or Parent Newsletter, of this policy at least annually at the start of each school year and after any substantive changes are made.
- Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

### 3. Sex Offenders:

Public Act 94-004: Sex Offender Registration. This legislation requires that principal and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

State law prohibits a convicted sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend a conference to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office of his/her status upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

### 4. Title IX

Nondiscrimination Procedure:

Metamora Grade School #1 shall treat all persons equally in compliance with Federal and State law, without regard to race, color, religion, national origin, gender, age, gender identity, ancestry, marital status, economic status or disabilities unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with the community at large. See Policy 1:15 in the Metamora School District #1 Policy Handbook.

Sexual Harassment:

The MGS Board of Education states that each student has the right to be free from sexual harassment and the harm resulting from such anti-social acts or conduct while the student is attending school or engages in school activities. Furthermore, the school Board will neither condone nor tolerate sexual harassment of any student of the District. See Policy 7:20 in Metamora School District #1 Policy Handbook.

Equal Opportunity/Sex Equity:

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, gender, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact in writing:

Dr. Benjamin Lee, Superintendent  
Metamora CCSD #1  
815 E. Chatham  
Metamora, IL 61548

5. Asbestos Contain Building Material Management Plan: This is to notify you that Metamora Grade School #1 has submitted its Management Plan prepared pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for our school building.

6. Integrated Pest Management Plan: This is to notify you that our district has incorporated Integrated Pest Management (IMP) procedures for control of structural and landscape pests.

7. Pesticide Applications/Procedure:

See Policy 4:160-AP: Any parent who would like to be notified if pesticides are applied at the school should send a note or call the school requesting that they be placed on the notification registry. The office shall notify students' parents/guardians on the notification registry and employees in this building at least 2 business days before a pesticide application in or on school buildings or grounds, when and where it will be applied, and by what company when school is in session. The notification must be written and may be included in newsletters, bulletins, calendar or other correspondence currently being published, etc.

8. Free and Reduced Lunch Procedures: Meals for free or a reduced price are available for qualifying students. Children from families whose gross income is at or below the federally established levels set each year may be eligible for either free or reduced-price meals for breakfast and lunch. To apply at any time during the year for free or reduced price meals for your children, complete an application form available in the main office. (Confidentiality will be respected.)

9. ESSA: The Every Student Succeeds Act (ESSA) is an Elementary and Secondary Education Act reauthorization bill that was signed into law on December 10, 2015. It creates a long-term federal education policy that gives states more flexibility, encourages innovation, and requires accountability. Highlights of ESSA include:

- Maintenance of annual assessments for grades 3-8 and high school
- Creation of opportunities for states to pilot innovative assessment systems
- Increase in state flexibility to design accountability systems, interventions and student supports
- Ability for states to have increased flexibility to work with local stakeholders to develop educator evaluation and support systems
- Increase in state and local flexibility in the use of federal funds

10. Homeless Act:

According to The McKinney-Vento Homeless Assistance Act and Board policy, our school complies with the educational rights of homeless children and youth such as fee waivers, funding, etc. Any homeless child shall be immediately admitted at Metamora Grade School, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

11. Automated External Defibrillators:

Automated External Defibrillators (AEDs) are located outside the junior high office and each gymnasium for use during athletic events at Metamora Grade School. The law requires that there be a trained AED user at each school sponsored event. These AEDs are maintained in the building and tested periodically.

12. Instruction in Abduction Avoidance:

Metamora Grade School is required by the School Code to teach students in the elementary grades methods by which they can avoid abduction and sexual abuse (Erin's Law). Parents must be notified, in writing, before any instruction concerning sexual content before instruction begins. No student will be required to participate in this instruction if a parent or guardian requests it.

**14. Home and Hospital Instruction:**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

**15. Care of Students with Diabetes:**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan created by the physician must be submitted to the school principal.

Parents/guardians are responsible for and must:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers of health care providers and family contacts.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Please contact the school nurse for further information.

**16. Students with Disabilities:**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of the parent or child.

**18. National School Lunch Program/PRESS:**

The school establishes fees and charges to fund certain school activities. Some families may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

- A. An illness in the family
- B. Unusual expenses such as fire, flood, storm damage, etc.
- C. Seasonal employment
- D. Emergency situations
- E. When one or more of the parents/guardians are involved in a work stoppage

School officials will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the bookkeeper.

## **9.60 Parent-Teacher Conferences**

Parent-teacher conferences are scheduled once a school year, during the fall. Parents are encouraged to attend these conferences and will be informed of sign up procedures

Outside of MGS' annually scheduled conference days, parents are also welcome to arrange a meeting with a teacher if they believe it to be necessary. Please follow the chain of command. The chain of command lists the order in which a parent contacts school personnel to communicate effectively.

## **9.70 Photos of Students**

In addition to emails, notes, newsletters, phone calls, and Skyward, some of our teachers use apps and their websites to communicate with parents. A teacher may post or electronically send photos of an individual student and/or a group of students only when each student in the photo has the signed consent of their parent/guardian. The parent/guardian electronically receiving these photos from any MGS employee may not electronically share or post a photo with a third party or post on social media or on line.

## **9.80 Records**

Student records at Metamora CCSD #1 will be administered by a policy of the Board of Education in accordance with the Statutes of the State of Illinois. Parents and students may have access to the permanent records of themselves or their students only. If you want to review the temporary or permanent records of your child, please contact the administration for an appointment. The records are found in the office.

## **9.90 Student Interview by Agency or Police**

In the event of an interview by the Illinois Department of Children and Family Services (DCFS), an administrator will follow legal and School Board policies. The administrator will check the agent's credentials and any papers pertaining to a legal process. Interviews will be conducted in a private setting with the principal or other adult witness. The DCFS agent may remove the student from school if case circumstances warrant (see complete Board policy).

In the event of interviews by law enforcement officers, the administrator will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served. The administrator will attempt to contact the parent(s). In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the district not notify parents until the student's safety is ensured. That request should be put in writing. Otherwise, the parent(s) will be given the opportunity to be present and represented by legal counsel at their own expense. Interviews of minor students without the permission of the parent is not permitted unless a legal process is presented or in emergency situations. Interviews will be conducted in a private setting within the building and with one adult witness. Interview proceedings will be documented in writing for inclusion in the student's temporary records. No minor student will be removed without the consent of the parent(s) except upon service of a valid warrant of arrest or in case of temporary protective custody without a warrant.

C. Foreign Language Offering

8 **Action Items**

A. Accept the Milk Bid as Presented by Neaveill Distributing

87

**Greg Neaveill Distributing, Inc.**  
**Wholesale Dairy Distributor**  
PRAIRIE FARMS DAIRY PRODUCTS  
P.O. Box 3154  
Peoria, Illinois 61612  
(309) 256-2466

April 27, 2026

METAMORA GRADE SCHOOL  
815 E. Chatham St.  
Metamora, IL. 61548

Dear Board of Education:

Thank you for the opportunity to provide you with a proposal on your district's dairy requirements for the 2026-2027 school year.

The proposal includes the refrigeration requirements as requested. Straws are not furnished or included in the price.

Items	Escalator	Price Firm
1/2 Pint 1% Milk	.3572	.37
1/2 Pint Chocolate 1% Milk	.4070	.42

Payments for all dairy products are required within thirty (30) days of delivery.

Please note the supplier/deliverer will not be held liable for any product losses due to any act of God (i.e.; weather, loss of power, etc.)

I would appreciate a copy of your upcoming school year calendar upon acceptance of bid.

Thank you for the opportunity to bid on your business.

Sincerely,

Greg Neaveill

- B. Approve the 2026-2027 Handbook
- C. Approve the MGS Job Descriptions as Presented

TITLE: Aide/Paraprofessional

REPORTS TO: Assistant Principal, Principal or Special Education Administrator

QUALIFICATIONS:

1. Minimum of a high school diploma or GED equivalent.
2. Must hold a current paraprofessional license (or PEL) with the ISBE.
3. Maintain certification for Crisis Prevention Institute (CPI) training as needed.
4. Successful completion of fingerprint based criminal background check (IL State Police and FBI), sex offender and violent youth offender screening, and employment physical.

JOB GOAL: To assist the teacher(s) with the day-to-day routine in the school setting assigned. An aide will be assigned to work in one of the following settings: one on one assignment, small group assignment, Title 1 reading aide, or as a classroom aide. An aide will assist the teacher in achieving the specified teaching objectives for each class or given day.

DUTIES AND RESPONSIBILITIES:

1. Assists the instructor with classroom set-up and class preparations.
2. Provides individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher.
3. Administers, scores, and records such achievement, diagnostic tests and other documentation as required or as the teacher recommends for individual students.
4. Assists with the student development of organizational and study skills.
5. Assists the teacher in devising special strategies for reinforcing material skills based on their Individualized Education Plan (IEP).
6. Implements and monitors a behavior management program outlined in the classroom and/or IEP.
7. Provides support in unstructured settings for students.
8. Guides and serves as a resource person to the students in a general education or special education setting.
9. Maintains effective communication with school staff.
10. Assists with the supervision of students during emergency drills, assemblies, recess and or plan periods, and field trips.
11. Assists students in the library or media center.
12. Checks notebooks, corrects papers, and supervises testing and make-up work as assigned by the teacher.
13. Checks and records student attendance when appropriate.
14. Assists students with their clothing as needed.
15. Assists students with lunch, snack, and cleanup routines if required.
16. Assists students with self-care and restroom routine as needed.
17. Alerts the teacher to any problems or special information about an individual student.

18. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
19. Participates in training programs and meetings when requested by the principal/assistant principal.
20. Maintains regular attendance and punctuality to ensure teamwork and the completion of job duties essential to the daily operation of the school.
21. Performs other related tasks as assigned by the principal/assistant principal and other department directors as designated by the superintendent including, but not limited to, the supervision/monitoring of students during lunch, recess and entryways including parking lot(s) before and/or after school.
22. Adheres to a professional code of ethics which includes confidentiality of school related matters and loyalty to the school district.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 9 months - school calendar year when students are in attendance and institute or SIP days as requested by the principal/assistant principal. Hourly rate approved by the Board of Education.

EVALUATION: All non-certified employees receive a minimum of one written evaluation per year. The paraprofessional will be evaluated by the Principal, Assistant Principal or Superintendent.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: Director of Transportation

REPORTS TO: Superintendent

QUALIFICATIONS: Bachelor's Degree Preferred; experience working with a School Transportation Department preferred; leadership experience

JOB GOAL: To manage and coordinate the district's transportation operation including personnel, purchasing, marketing, maintenance, and security

JOB RESPONSIBILITIES:

Leading the Transportation Department

1. Responsible for setting up all AM, Middy, PM, and Evening Shuttle (if applicable) bus routes and schedules
2. Procure and control all parts, supplies, and fuel for the Transportation Department
3. Assign drivers and vehicles for all regular and extracurricular routes
4. Communicate with parents, school personnel, and public on transportation related issues
5. Monitor the need for and make recommendations to the Superintendent regarding the feasibility of Transportation Routing Software.
6. Should such a Software database be secured, the Director of Transportation is responsible for maintaining the Transportation Routing Software database
7. Recruit, train, and hire bus drivers and bus aides
8. Establish dates for required safety drills
9. Evaluate all transportation employees on a yearly basis

Supervision

1. Supervise and provide training and development for all transportation employees
2. Supervise all vehicle maintenance work
3. Provide appropriate professional development to all transportation employees
4. Set, reflect, and evaluate professional goals that all members of the department establish
5. Coordinate yearly bus driver refresher course with the Regional Office of Education

Fiscal and Budgeting Responsibilities

1. Prepare bid specifications and make recommendations for the purchase of transportation supplies and equipment
2. Keep up to date records on mileage, maintenance on each vehicle, fuel usage, bus lists, and school maps
3. Develop and implement a schedule for any required body work on transportation vehicles

Other Duties

1. Possess a current CDL with Air Brakes, Passenger, and Bus Driver Endorsements
2. Administer school attendance boundaries
3. Maintain open lines of communication with all Metamora CCSD#1 Township and County Road Commissioners
4. Maintain handheld and CB radio inventory and equipment
5. Prepare annual transportation report for ISBE

6. Perform other duties as assigned by the Superintendent

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 12 months, Summer hours may vary. Hourly rate approved by the Board of Education.

EVALUATION: Director will receive a minimum of one written evaluation per year. The Director will be evaluated by the Superintendent or designee.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: Director of Maintenance

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High school diploma plus university and/or technical training preferred;
2. 5 years of work experience in building and grounds management, maintenance, construction and/or operations required;
3. Skills and knowledge in the following areas needed: Commercial structural, mechanical, electrical, and piping systems; HVAC systems, construction, retro-fitting, maintenance methods and materials, solar panels; housekeeping/custodial methods and materials; inventory control, and security systems;
4. Must be able to work at heights of 25 ft. and able to lift up to 50 lbs. on a regular basis;
5. Must pass the TB test and physical exam;
6. Possess a valid Illinois drivers license, and able to drive district vehicles.
7. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening

JOB GOAL: To manage and supervise all maintenance and operations staff, plan and oversee all maintenance and operations projects, and keep detailed records of jobs, expenses and other compliance issues

JOB RESPONSIBILITIES:

Management and Supervision

1. Manage personnel and on-going work in all of the following areas: repairs, preventive maintenance, construction and retrofitting, grounds keeping, housekeeping, custodial, warehouse/courier, HVAC.
2. Maintain work records for all maintenance and operations personnel
3. Consult with business and operations manager, principals, and custodians to define and schedule custodial operations tasks
4. Consult with business and operations manager to define and schedule maintenance tasks
5. Provide recommendations to the Superintendent and principals re: the hiring of operations personnel
6. Provide recommendations to the Superintendent re: hiring of maintenance personnel
7. Make recommendations to the Superintendent for operation and maintenance improvements in the district
8. Establish continuous quality training for operations and maintenance personnel

Project Management and Fiscal Responsibilities

1. Develop specifications and bidding requirements and otherwise manage supplier and operational material procurement in consultation with the Superintendent.
2. Assist the Superintendent in budgeting for the Operations and Maintenance Fund, the Site and Construction Fund, and the Health, Life, Safety Fund.
3. Maintain fiscal records for operations and maintenance in compliance with district policies and procedures; obtain prior approval from Superintendent for purchase of all

items of \$1,000 or more

4. Develop recommendations for the Superintendent and the Facility Subcommittee concerning current and future large repairs, retrofits, and improvements
5. Perform or arrange for the handling of emergency or other major maintenance requirements that arise from time to time throughout the district
6. Work with staff, faculty, students and community members as part of the strategic planning process to develop long-range programs for implementation school wide ( ex. recycling, litter and dirt reductions, school improvement projects)
7. Work with the District Architect and/or performance contractors to provide District representation with any construction projects or facility upgrades that have been bid out to outside contractors

#### Safety and Risk Management

1. Inspect and assure the cleanliness, safety, and proper efficient operation of all district structures, systems, and grounds
2. Consult with principals, teachers, custodians and other personnel to assure the daily cleanliness, general safety and security of individual facilities throughout the district
3. Consult with the Superintendent and/or district consultant(s) to ensure compliance with Department of Labor, Illinois Department of Public Health, Life Safety, and other local, state, and federal regulatory agencies and statutes as are applicable including provisions for hazardous materials and right to know training for personnel

#### Maintenance

1. Oversee and direct mechanical installations, retrofits, and repairs as assigned

#### Other Duties

1. Participate regularly in in-service and continued training
2. Perform the duties as the district's designated person for asbestos
3. Perform other duties and responsibilities as assigned
4. Coordinate the removal of snow/ice from walkways
5. Serve as an active member of the Facility Board subcommittee and communicate with the members of that committee of any upcoming projects or necessary facility work

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 12 months, Summer hours may vary. Hourly rate approved by the Board of Education.

EVALUATION: Director will receive a minimum of one written evaluation per year. The Director will be evaluated by the Superintendent or designee.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: Custodian

REPORTS TO: Maintenance Director

QUALIFICATIONS:

1. Minimum of a high school diploma or GED equivalent.
2. Previous experience in building and cleaning maintenance preferred.
3. Ability to work additional hours as requested for special events or weather related needs.
4. Basic computer knowledge.
5. Ability to operate industrial-rated cleaning equipment and ability to add, subtract, multiply and divide in all units of measure.
6. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time.
7. Must be able to lift up to 50 pounds.  
Ability to work on ladders, scaffolding, and scissor lift.
8. Ability to push/pull up to 100 pounds.
9. Ability to work in inclement weather.
10. Successful completion of fingerprint based criminal background check (IL State Police and FBI), sex offender and violent youth offender screening, and employment physical.

JOB GOAL: Under the direct supervision of the facilities director, performs general cleaning and maintenance in school buildings and grounds; maintains equipment in functional condition; and provides cleaning and custodial assistance to students, teachers, visitors and others as necessary.

DUTIES AND RESPONSIBILITIES:

1. Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of building according to school district standards.
2. Sweeps, mops, buffs, strips, and waxes floors.
3. Cleans rugs, carpets, upholstered furniture, and blinds.
4. Washes walls, ceilings, woodwork, windows, doors, and sills.
5. Removes graffiti and cleans glass areas.
6. Replaces light bulbs.
7. Sets up and breaks down chairs, tables, and equipment as requested.  
Clears snow from entrances and walks, and spreads sand and ice melting chemicals.
8. Performs grounds-keeping duties, clears debris, and maintains grounds.
9. Receives deliveries and assists in unloading trucks and storing supplies.  
Delivers supplies and materials to classrooms, bathrooms, and other areas of the building.
10. Empties wastebaskets; picks up and removes trash and assists in recycling programs.
11. Performs general cleaning, and repair work, particularly during school vacations.

12. Assists parents and other visitors to school buildings with special events and programs.
13. Checks and secures the building at the beginning and end of shift to ensure the safety and cleanliness of the building.
14. Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
15. Wears appropriate safety gear, including masks and eye protection.
16. Complies with the school district's chemical hygiene program and follows Material Safety Data Sheets (MSDS).
17. Follows oral or written work orders from supervisor and coordinates work with principal/assistant principal as requested.
18. Reports cleaning, maintenance or repair problems to the facilities director as needed.
19. Establishes and maintains cooperative working relationships with students, staff and others contacted in the course of work.  
Performs work according to standard procedures and schedule set forth by supervisor(s).
20. Maintains regular attendance and punctuality to ensure teamwork and the completion of job duties essential to the daily operation of the school.
21. Performs other related tasks as assigned by the facilities director, principal/assistant principal and other district office administrators as designated by the superintendent.
22. Adheres to a professional code of ethics which includes confidentiality of school related matters and loyalty to the school district.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 12 months. Summer hours may vary. Hourly rate approved by the Board of Education.

EVALUATION: All non-certified employees receive a minimum of one written evaluation per year. The custodian will be evaluated by the facilities director in collaboration with the principal/assistant principal.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: Bus Driver

REPORTS TO: Transportation Director and Superintendent

QUALIFICATIONS:

1. Minimum of a high school diploma or GED equivalent.
2. Must be at least 21 years of age.
3. Must possess a valid and properly classified Illinois driver's license. The valid license must contain an "S" endorsement.
4. Possess a School Bus Driver's Permit as issued by the Illinois State Board of Education or successfully complete the School Bus Driver Preparation Program as set forth by the Illinois State Board of Education.
5. Must consent in writing to the release of results of reasonable suspicion drug and alcohol testing by the employer of the applicant to the Secretary of State.
6. Successful completion of random drug screenings required to operate a school bus.
7. Must not have caused a fatal accident as a result of the unlawful operation of a motor vehicle.
8. Not have been afflicted with or suffering from any mental disability or disease within the last five years.
9. Successful completion of bus driver physical required to operate a school bus.
10. Successful completion of fingerprint based criminal background check (IL State Police and FBI), sex offender and violent youth offender screening.
11. Must have three or more years of driving experience free from:
  - Revoked driver's license.
  - Suspended driver's license.
  - Canceled or disqualified driver's license.

JOB GOAL: To place students as the number one priority by practicing safe operation of a school bus when picking up and delivering students to and from: school, field trips, and extracurricular events and to demonstrate care of school equipment.

DUTIES AND RESPONSIBILITIES:

1. Obey all traffic laws. Conviction of a traffic violation can result in a suspension or termination.
2. Observes all mandatory safety regulations.
3. Enforces rules and regulations for all bus riders and maintains discipline when students are on the bus.
4. Transports only authorized students and releases riders only at authorized stops.
5. Reports students who cause issues on the bus to the director of transportation and or principal/assistant principal.

6. Maintains an accurate, current rider lists and updated seating chart for the bus.
7. Keep the assigned bus clean.
8. Inspects, empties trash, and sweeps it out on a daily basis.
9. Adheres to the assigned schedule.
10. Checks the bus before each day's use for mechanical issues.
11. Notifies the director of transportation in the event of mechanical problems or delays.
12. Report all accidents immediately to the transportation director.
13. Aids other drivers as necessary during times of inclement weather or other difficulty.
14. Files pre-trip inspections with the director of transportation daily with duplicate copies remaining in the bus for a period of 30 days.
15. Performs a post route walking check of the entire bus to ensure the bus is clear of all students.
16. Maintains mileage logs as required for state and federal reporting.
17. Maintains a professional attitude while being responsible for students on all routes and out of district trips.
18. Follows field trip/out of district trips procedures and guidelines.
19. Maintains regular attendance and punctuality to ensure teamwork and the completion of job duties essential to the daily operation of the school.
20. Performs other related tasks as assigned by the director of transportation or superintendent.
21. Adheres to a professional code of ethics which includes confidentiality of school related matters and loyalty to the school district.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 9 months – on school days when students are present or need to be transported to and from an extracurricular event. Hourly rate approved by the Board of Education.

EVALUATION: All non-certified employees receive a minimum of one written evaluation per year. The bus driver will be evaluated by the transportation director in collaboration with the superintendent.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: Director of Technology

REPORTS TO: Superintendent

JOB GOAL: Direct and oversee the integration of technology into the learning environment. Train teachers, staff and administrators, as needed in technology. Coordinate the management of instructional software, online licenses and applications. Provide community outreach and communication via electronic media.

QUALIFICATIONS:

1. Master's degree in technology education, or instructional technology – preferred
2. Effective oral and written communication skills
3. Google certification preferred; experience with Google training
4. Experience in instructional technology leadership
5. Webpage design experience; webpage management
6. Configuration and maintenance of instructional software products
7. Experience with instructional technology coaching of teachers and administrators
8. Multimedia visual design skills
9. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening

PHYSICAL REQUIREMENTS:

1. Must be able to drive a car or to provide transportation suitable to accommodate responsibilities.
2. Must be able to lift up to 40 pounds.

RESPONSIBILITIES:

1. Administer and manage all District networks: voice, video, and data.
2. Administer district wide area network (WAN).
3. Manage and coordinate district personalized technology initiatives.
4. Manage all instructional technology subscriptions, licenses and reporting.
5. Stay current with trends in education and technology to make recommendations for the direction of district instructional technology.
6. Guide grant funding involving technology as opportunities become available including, but not limited to, E-rate funding in collaboration with District Office personnel.
7. Guide responsible purchasing for all instructional technology related items.
8. Coordinate instruction to encourage integration of technology into the curriculum.
9. Facilitate the teaching of digital citizenship and digital literacy for all students.
10. Guide the standardization of data entry for the student information system and other district databases.

11. Enhance the district webpage and social media apps.
12. Work with technology staff to support webpage enhancements and social media apps at each site.
13. Coordinate procedures for timely updates to all web pages.
14. Administer Skyward (or other student management system) in combination with secretarial staff.
15. Maintain state required technology plans, surveys and reports.
16. Assist faculty with implementation of elearning / blended learning as appropriate.
17. Recommend instructional technology programs and applications for various courses.
18. Create and maintain a training program for staff on district SIS.
19. Collaborate with the Superintendent to assist with bidding process, purchase, distribution, and maintenance of software and other technology equipment and materials within instructional programs.
20. Maintain and update the Network Crisis Plan.
21. Perform other duties or projects as directed by the Superintendent in support of technology/media systems.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

#### WORKING CONDITIONS:

1. Evening and weekend work may be necessary.

#### TERMS OF EMPLOYMENT

1. 210-day salaried contract
2. Salary/compensation package commensurate with professional experiences/skills and other districts' non-bargaining 210-day employment contracts.

EVALUATION: Technology Director will receive a minimum of one written evaluation per year. The Director will be evaluated by the Superintendent or designee.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: Director of Food Services

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High school Diploma required
2. Three years experience in institutional food service with a minimum of one year in a managerial capacity preferred
3. Proficiency and experience with word processing and spreadsheets needed
4. Bachelor's Degree in restaurant management or equivalent preferred along with Food Service Manager's License
5. Food Service Sanitation certification also required
6. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening
7. Must pass the TB test and physical exam

JOB GOAL: To manage and coordinate the district's food service operation including personnel, purchasing, marketing, maintenance, and security

JOB RESPONSIBILITIES:

- A. Planning and Marketing the Food Service Program
  1. Plan and implement the overall policies, procedures, objectives and methods including the directing of food service training programs for employee development.
  2. Develop and plan nutritious menus utilizing standardized recipes, preparation methods and techniques.
  3. Develop and maintain a public relations program for students, staff, parents, and visitors.
  4. Consult with school administration to develop policies, objectives and procedures for operating school food service programs in all schools.
  5. Present required reports and/or general information regarding school food service programs at meetings of the school board, faculty, and the public.
  6. Maintain Child Nutrition labels, school meal equivalents, nutrition fact labels, and standardized recipes of the items served.
  7. Ensure that all meals and weekly menu items fit the required meal patterns as set forth by ISBE and the USDA.
  8. Supervise the Smart Snack requirements for all district cafeterias.
- B. Supervision
  1. Supervise, coordinate, and evaluate the work of each food service manager in conjunction with the building principal.
  3. Consult with principals; to interview, select, evaluate, and assign school food service employees.
  4. Directly supervise the school food service employees with input from principals.
  5. Provide and monitor all required Professional Development for all Food Service employees.

C. Fiscal and Budgeting Responsibilities

1. Prepare budgets and direct subordinates in complying with and implementing established budgets.
2. Maintain complete records for each food service unit, including documentation of full compliance with federal commodity records and claims for reimbursement.
3. Prepare bid specifications and make recommendations for the purchase of food supplies and equipment, including the ordering and disbursement of federal commodities.
4. Maintain and ensure security of ongoing inventory including all food, supplies, and equipment.
5. Work to ensure all eligibility documentation meets ISBE and USDA standards, including, but not limited to Direct Certification Reports, Extension of Benefits, Verification of Household Eligibility Applications, and ensuring Income Eligibility Requirements are posted online and correct.

D. Other Duties

1. Establish and maintain sanitation standards in full compliance with state/country regulations.
2. Participate in training sessions and apply what is learned to district program operation.
3. Perform all other duties and responsibilities as directed.
4. Participate as a member of the District Wellness Committee.
5. Provide yearly communication to Principals to highlight the School Breakfast Program.
6. Provide yearly communication to the public about the availability of Summer Food Service Programs.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 9 months, school calendar year when students are in attendance. Additional days before, during and after the school year permitted upon request by the Superintendent. Hourly rate approved by the Board of Education.

EVALUATION: Director will receive a minimum of one written evaluation per year. The Director will be evaluated by the Superintendent or designee.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: Cook

REPORTS TO: Director of Food Service

QUALIFICATIONS:

1. Previous experience as a cafeteria/cook/food service employee
2. High school graduate
3. Certification of good health signed by a licensed physician
4. Valid sanitation certificate
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
6. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening

PHYSICAL REQUIREMENTS:

1. Ability to lift up to 48 pounds, carry 48 pounds, and push/pull 35 pounds of force.
2. Ability to stand and walk on hard surfaces.
3. Ability to adapt to changes in room temperature.
4. Ability to work in the presence of loud background noise.

JOB GOAL: To provide students and staff with attractive, nutritious, high-quality food in an atmosphere of cleanliness and efficiency.

JOB RESPONSIBILITIES:

1. Plan and implement the overall policies, procedures, objectives and methods including the directing of food service training programs for employee development.
2. Schedules time and duties for METAMORA CCSD #1 cooks.
3. Oversees all food preparation, cooking, and kitchen cleanliness.
4. Manages and runs the computers used for the electronic meal accounts during all scheduled periods where food is being served.
5. Prepares and serves breakfast program.
6. Manages milk supplies on hand and orders extra milk as needed. Maintains milk cooler temperature and cleanliness.
7. Ensures that staff dishes are collected and cleaned accordingly (no personal dishes) and that staff lunch area tables are cleaned and sanitized.
8. Prepares federal, state, and district financial reports. Keeps daily records of expense, payroll, income, and meal count data required by the National School Lunch and Special Milk Program.
9. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
10. Cleans and sanitizes the condiment tables as needed.
11. Ensures that all sinks are cleaned and sanitized at the end of the day.
12. Assists in mopping all kitchen floor surfaces and ensures that this is completed daily or as needed during the day.

13. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
14. Reports immediately all problems, accidents, or personnel issues occurring in the kitchen or cafeteria areas.
15. Is responsible to the Director of Food Services for all grocery orders and other food inventories, reporting any issues or discrepancies.
16. Prepares and ensures the delivery of supplies and food items for meetings and special events upon request.
17. Assumes responsibility of the Director of Food Services when assigned.
18. Maintains the ability to step in and run the kitchen or cafeteria in case of an emergency.
19. Devotes a minimum of 10% of the normal work day to ensuring that all reasonable and necessary precautions are taken to protect students, staff, equipment, books/supplies, materials, apparatus, and facilities from damage and other safety or cleanliness conditions that may arise.
20. Assumes the responsibility for other matters as may be assigned from time to time by the Director of Food Services.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 9 months, school calendar year when students are in attendance plus additional days before school starts to prepare kitchen and cafeteria, additional days following the end of school year to close up cafeteria and kitchen; and Parent Teacher conference days, institute or SIP days as requested by the Cafeteria Director/ Superintendent/Principal/Assistant Principal. Hourly rate approved by the Board of Education.

EVALUATION: Will receive a minimum of one written evaluation per year. Cooks will be evaluated by the Director of Food Service.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: Cafeteria Server

REPORTS TO: Director of Food Service

QUALIFICATIONS:

1. High School Diploma or higher
2. Certification of good health signed by a licensed physician
3. Valid sanitation certificate
4. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

JOB GOAL: To provide students and staff with attractive, nutritious, high-quality food in an atmosphere of cleanliness, respect and efficiency.

JOB RESPONSIBILITIES:

1. Manages food deliveries upon arrival noting quantity and quality; reports any issues to the Director of Food Services immediately.
2. Works independently in or to see that tasks are done accurately and according to health department codes and district policies.
3. Prepares food to be served that day maintaining the proper temperature of food at the time of serving.
4. Cleans and sanitizes dishes as well as all food-related areas maintaining required health standards.
5. Serves food to students and adults in all lunch periods.
6. Cleans and organizes work area and kitchen; sweeps and mops kitchen and all food prep areas
7. Manages, maintains, and is responsible for the electronic meal account system, and keeps accurate records of the daily meal accounts.
8. Maintains storage inventory and places grocery orders with the Director of Food Services.
9. Keeps track of special events in the school and makes adjustments accordingly.
10. Completes all paperwork required by the federal and state government, health department, and district.
11. Ensures that staff dishes are collected and cleaned accordingly (no personal dishes) and that staff lunch area tables are cleaned and sanitized.
12. Devotes a minimum of 10% of the normal work day to ensuring that all reasonable and necessary precautions are taken to protect students, staff, equipment, books/supplies, materials, apparatus, and facilities from damage and other safety or cleanliness conditions that may arise.
13. Assumes the responsibility for other matters as may be assigned from time to time by the Director of Food Services

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 9 months, school calendar year when students are in attendance plus additional days before school starts to prepare kitchen and cafeteria, additional days following the end of school year to close up cafeteria and kitchen; and Parent Teacher conference days, institute or SIP days as requested by the Cafeteria Director/ Superintendent/Principal/Assistant Principal. Hourly rate approved by the Board of Education.

EVALUATION: Will receive a minimum of one written evaluation per year. Evaluation will be completed by the Director of Food Service.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: District Nurse

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Registered Nurse
2. ISBE Certified School Nurse Certificate
3. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening

JOB GOAL:

To assist in providing the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being

JOB RESPONSIBILITIES:

1. Assists administrators in developing school health programs.
2. Observes and/or provides triage health care for students on a daily basis.
3. Monitors health concerns and responds to emergency situations in all buildings including all specialized health care (i.e. diabetics).
4. Orders and disperses health supplies for all district schools.
5. Assists IEP or 504 team in developing care plans for students with special needs.
6. Monitors the administration of prescription and nonprescription medication to students and monitors process in all buildings in compliance with district policies.
7. Organizes and conducts lice checks in all school buildings.
8. Communicates with parents regarding health/accident-related problems.
9. Communicates with principals, counselors, and teachers regarding student health concerns within the constraints of laws governing confidentiality.
10. Records and reports student accidents to the central office.
11. Makes home visits when deemed appropriate.
12. Participates in professional staff development training programs.
13. Reviews and completes yearly health plans for students.
14. Conducts staff training when requested by district administration.
15. Serves as a member of the district Wellness Committee.
16. Develops health care plans in a timely manner in conjunction with building principals.
17. Performs all other duties as assigned by the Superintendent.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: 9 months, school calendar year when students are in attendance plus 5 days before school starts and 5 days following end of school; and Parent Teacher conference days, institute or SIP days as requested by the Superintendent/Principal/Assistant Principal. Hourly rate approved by the Board of Education.

EVALUATION: Will receive a minimum of one written evaluation per year. Evaluation will be completed by the Superintendent, or designee.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: Librarian/Media Tech

REPORTS TO: Principal

**QUALIFICATIONS:**

1. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening.
2. Google certification preferred;
3. Proficiency with various technology platforms.

**JOB GOAL:**

To ensure that students and staff have a unified vision, direction, and leadership for the library media program and that all students have equitable access to quality programs and resources; additionally, to facilitate the storage and retrieval of materials through the use of efficient cataloging and technical processing

**JOB RESPONSIBILITIES:**

1. Follows district and building policies, procedures and regulations.
2. Serves as instructional leader for library media programs, consults with staff, and administration on a regular basis.
3. Establishes routines and procedures for evaluating, selecting, ordering, cataloging, processing, organizing, circulating, and inventory of library and media materials and equipment.
4. Consults with teachers and groups of teachers in order to purchase library services and materials that best integrate with the classroom curriculum.
5. Evaluates library and media services and materials in terms of adequacy to curricular needs, student needs, community needs, and state and national standards.
6. Prepares and administers an annual budget for library and media materials, subscriptions, and equipment.
7. Catalogs and maintains accurate records of library-media holdings and equipment.
8. Instructs students and faculty on the use of online databases and other library materials, as needed.
9. Actively plans with individual teachers and groups of teachers to integrate library services, guidance, and multimedia materials with the classroom teaching program.
10. Provides materials for the professional growth of the faculty.
11. Prepares special and selected bibliographies upon request.
12. Manages the automated library system and coordinates with members of the technology department for the circulation of library-media center materials and equipment.
13. Removes obsolete and worn materials from the collection.
14. Administers interlibrary loan and resource sharing.
15. Keeps informed of new and emerging technologies which may prove beneficial to the educational setting.
16. Provides regular reports to the administration documenting the Librarian/Media Specialist duties and other collected statistics regarding circulation and library usage.
17. Prepares and administers library grants and maintains appropriate records.
18. Attends and participates in faculty, department, and district meetings.

19. Informs staff of resources available through the school library.
20. Actively participates in professional development activities as deemed appropriate by the school district.
21. Actively seeks options to redesign physical space within the library to maximize learning.
22. Performs other duties as assigned by the district administration.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT 9 months, school calendar year when students are in attendance; and Parent Teacher conference days, institute or SIP days as requested by Superintendent/Principal/Assistant Principal. Hourly rate approved by the Board of Education.

EVALUATION: Will receive a minimum of one written evaluation per year. Evaluation will be completed by the Principal.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: Principal

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Valid and appropriate Illinois licensure
2. General Administrative Type 75 Endorsement
3. Complete required administrator academies and professional development to retain certification.
4. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening
5. Motor Vehicle Operator's License and ability to provide own transportation

JOB GOAL: Under the general supervision of the Superintendent, Principal provides leadership, management and supervisory skills that promote learning for the students. Under the general supervision of the Superintendent, the Principal provides leadership and supervision in administering the educational program in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law. To provide leadership in program development and improvement, as well as in professional staff development.

RESPONSIBILITIES AND ABILITIES:

General Administrative

1. Develops and administers school programs consistent with school district goals and objectives.
2. Assists with supervision of extracurricular events district wide.
3. Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
4. Ensures that Board policies and procedures are implemented and followed at the school.
5. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
6. Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.
7. Coordinates with the district office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.

8. Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.
9. Writes, submits, and manages the schools Title grants and completes all related reports.
10. Performs other related tasks as assigned by the Superintendent.
11. Oversees 504 meetings and development of 504 plans, which includes running the 504 meeting and or assigning the Assistant Principal to do so.
12. Attends IEP meetings as the LEA representative or assigns duty to Assistant Principal.
13. Serves on the Metamora Area Business Association.
14. Adheres to a professional code of ethics which includes confidentiality of school related matters and loyalty to the school district.

### Teachers and Staff

1. Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
2. Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
3. Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
4. Involves staff in the evaluation of programs and the planning of new programs.
5. Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
6. Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.

### Students and Parents

1. Encourages parental involvement in students' education and ensures effective communication with students and parents.
2. Ensures that student conduct conforms with the school's standards and school district policies.
3. Attends monthly PTO meetings and serves as the liaison to the school.

Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.

TERMS OF EMPLOYMENT: 12 months

Metamora CCSD #1 Job Descriptions

**SALARY:** Regionally competitive - actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.

**EVALUATION:** Superintendent will perform evaluation using the Illinois Principal Evaluation Model with Growth Component.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

**TITLE:** Assistant Principal/Athletic Director Job Description

**QUALIFICATIONS:**

1. Valid and appropriate Illinois licensure
2. General Administrative Type 75 Endorsement
3. Complete required administrator academies and professional development to retain certification.
4. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening
5. Motor Vehicle Operator's License and ability to provide own transportation.

**REPORTS TO:** Building Principal/Superintendent

**ASST. PRINCIPAL JOB GOAL:** To assist the Principal in providing leadership and supervision in administering the educational program for the school in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law. To provide leadership in program development and improvement, as well as in professional staff development. To serve as Principal in the absence of the Principal.

**RESPONSIBILITIES AND ABILITIES**

**General Administration**

1. Assists in the development and administration of school programs consistent with school district goals and objectives.
2. Assists with supervision of extracurricular events district wide.
3. Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
4. Assists in ensuring that Board policies and procedures are implemented and followed at the school.
5. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
6. Assists in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
7. Assists in the budgetary and financial affairs of the school consistent with school district policies.
8. Utilizes knowledge of Elementary school curriculum and concepts.

9. Utilizes knowledge of data information systems, data analysis and the formulation of action plans.
10. Possess knowledge of applicable federal and state laws regarding education and students.
11. Obtains knowledge of computer network system and software applications as needed.
12. Effective verbal and written communication skills.
13. Possess ability to develop and implement projects.
14. Possess ability to organize multiple tasks and conflicting time constraints.
15. Possess ability to engage in self-evaluation with regard to performance and professional growth.
16. Possess ability to establish and maintain cooperative working relationships with others contacted in the course of work.
17. Attends 504 meetings as assigned by the Principal.
18. Attends IEP meetings as the LEA representative as assigned by the Principal.
19. Performs other related tasks as assigned by the Principal, Superintendent and other district office administrators as designated by the Superintendent.
20. Adheres to a professional code of ethics which includes confidentiality of school related matters and loyalty to the school district.

### **Teachers and Staff**

1. Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
2. Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
3. Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
4. Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
5. Involves staff in the evaluation of programs and the planning of new programs.
6. Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
7. Utilizes knowledge of best practices in administration, program evaluation and staff supervision.

## **Students and Parents**

1. Encourages parental involvement in students' education and ensures effective communication with students and parents.
2. Ensures that student conduct and attendance conforms with the school's standards and school district policies.
3. Attends monthly PTO meetings in absence of the Principal.

**ATHLETIC DIRECTOR JOB GOAL:** The Athletic Director will ensure that school activities are fair, safe, and conducted in accordance with the policies and rules of Metamora Grade School and the IESA.

## **DUTIES AND RESPONSIBILITIES:**

1. Manages team schedules and calendars for practices and competitions.
2. Contracts officials and games for contests and serves as point person for the official's and competing schools.
3. Coordinates with the district office for payment to officials.
4. Recruits ticket takers, scorekeepers and timekeepers.
5. Coordinates with the district office for payment to ticket takers, scorekeepers and timekeepers.
6. Manages hospitality room for officials as needed.
7. Attends fall and spring Tazwood Conference meetings.
8. Serves as manager for concession stand which includes purchase of supplies and ensuring game day workers to operate the concession stand.
9. Works with the Principal and Asst. Principal to provide supervision of athletic contests.
10. Works with administration to determine the need for team uniforms, equipment, and supplies.
11. Communicates on a regular basis to the coaches and sponsors
12. Ensures athletes and participants are in compliance with all school and IESA rules and bylaws, with specific focus on residency, academic eligibility, physicals, and insurance waivers for participation.
13. Continues to acquire professional knowledge and learn of current developments in the athletic director field by attending seminars, workshops or professional meetings, or by conducting research.
14. Encourages parental involvement in the athletic program and ensures effective communication with students and parents.
15. Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to bring a positive reflection upon the school's athletic program.

16. Performs other related tasks as assigned by the Principal and Superintendent.

**Note:** The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.

**TERMS OF EMPLOYMENT:** 12 months

**SALARY:** Regionally competitive - actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.

**EVALUATION:** Superintendent will perform evaluation using the Illinois Principal Evaluation Model with Growth Component.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: Building Secretary

REPORTS TO: Principal or designee

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Successful experience in secretarial and clerical positions and procedures.
3. Proficient in a variety of current technologies and office software (word, excel, database).
4. Efficient and accurate word processing and keyboarding skills.
5. Demonstrate appropriate telephone etiquette, with proper voice inflection.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
7. Ability to relate to students with respect, compassion, tact and understanding.
8. Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.
9. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening
10. Thorough knowledge of office practices and procedures.
11. Ability to compose letters and memoranda independently.
12. Ability to maintain effective working relationships with officials, department heads, other employees, and the general public.

JOB GOAL: Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students and parents of the school.

PHYSICAL REQUIREMENTS: Ability to physically perform tasks associated with the job description including, but not limited to abilities to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, lift up to 35 lbs. Sit, stand and walk for required periods of time.

RESPONSIBILITIES AND ABILITIES:

1. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive and confidential matters.
2. Maintains daily attendance records.
3. Register new students, secure appropriate student records, maintain confidential student records and transfer records for students moving to other schools.
4. Prepare requisition for refund of registration fees and/or lunch account balances as parents request.
5. Provide lunch account balance information to appropriate staff for records keeping.

6. Word processes agendas, minutes and school plans, and general correspondence.
7. Assist the Principal or designee in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
8. Maintains confidential records and reports including current class lists, student records, mail distribution, maintenance of school office files, bulletins, appointment schedule and school calendar via the direction of site Administrators.
9. Processes and instructs substitute teachers regarding school programs and procedures.
10. Complete required District and State data collections, including monthly and year end reports in a timely fashion.
11. Order and maintain office supplies.
12. Distribute mail and handle correspondence in the office.
13. Administers First Aid in the absence of a school nurse and prepares accident reports when necessary.
14. Create and maintain a clean, attractive, orderly, safe and efficient office environment.
15. Assist the Principal or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
16. Attend required staff meetings and serve, as appropriate, on staff committees.
17. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
18. Make announcements and operate the school intercom systems.
19. Maintains calendar and records of school facilities use.
20. Maintains and communicates with coaches and teachers the student athlete eligibility list.
21. Maintains the Principal's appointment schedule and school calendar as directed.
22. Understand and support the vision of the School District.
23. Assist Athletic director with any necessary sports related needs.
24. Performs other duties as assigned, including budget and transportation duties in the absence of other personnel.

TERMS OF EMPLOYMENT: 9 months, school calendar year when students are in attendance. Additional days before, during and after the school year permitted upon request by the Superintendent. Hourly rate approved by the Board of Education.

SALARY: Regionally competitive - actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.

EVALUATION: Secretary will receive a minimum of one written evaluation per year. The Director will be evaluated by the Principal or designee.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: **District** Secretary

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Successful experience in secretarial and clerical positions and procedures.
3. Proficient in a variety of current technologies and office software (word, excel, database).
4. Efficient and accurate word processing and keyboarding skills.
5. Demonstrate appropriate telephone etiquette, with proper voice inflection.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
7. Ability to relate to students with respect, compassion, tact and understanding.
8. Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.
9. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening
10. Thorough knowledge of office practices and procedures.
11. Ability to compose letters and memoranda independently.
12. Extensive knowledge of the operations, functions, and scope of authority of departments and offices related to handling and disposing of information and requests for information.
13. Ability to receive the public and to make decisions based on mature judgment to relieve the schedule of the Superintendent.
14. Ability to maintain effective working relationships with officials, department heads, other employees, and the general public.

JOB GOAL: Perform clerical and/or record keeping tasks required in the daily activities of the Superintendent and School Board work as well as managing the day-to-day operations of the Superintendent's office in an efficient manner.

PHYSICAL REQUIREMENTS: Ability to physically perform tasks associated with the job description including, but not limited to abilities to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, lift up to 35 lbs. Sit, stand and walk for required periods of time.

RESPONSIBILITIES AND ABILITIES:

1. Schedule appointments and maintain the superintendent's calendar.
2. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to the superintendent.
3. Prepare and post official board agenda and records

4. Answer incoming calls and handle questions from the public, outside agencies, board of education, and staff.
5. Attend required staff meetings and serve, as appropriate, on staff committees.
6. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
7. Organize and manage routine work activities of the executive office.
8. Assist with maintaining physical and computerized files, including board minutes and closed session records.
9. Distribute mail and handle correspondence in the office.
10. Maintains confidential records and reports including current class lists, student records, mail distribution, maintenance of school office files, bulletins, appointment schedule and school calendar via the direction of the Superintendent.
11. Make announcements and operate the school intercom systems.
12. Assist with the daily student attendance compilation in the absence of other personnel.
13. Provides support and assistance to the Superintendent in preparing curriculum materials, state reports, inservice programs and presentations by the Superintendent, including agendas, minutes, school plans, materials preparation, facility preparation, general correspondence, confirmations and follow-up communication.
14. Understand and support the vision of the School District.
15. Create and maintain a clean, attractive, orderly, safe and efficient office environment
16. Maintain accounting records for the Activities Funds.
17. Prepare concession stand cash boxes for sporting events
18. Maintain lunch records for staff and students
19. Transport daily deposits to the bank as needed for Activities Funds
20. Performs other duties as assigned, including budget and transportation duties in the absence of other personnel.

TERMS OF EMPLOYMENT: 9 months, school calendar year when students are in attendance. Additional days before, during and after the school year permitted upon request by the Superintendent. Hourly rate approved by the Board of Education.

SALARY: Regionally competitive - actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.

EVALUATION: The Superintendent Secretary will receive a minimum of one written evaluation per year., with the Superintendent completing the evaluation.

Adopted: ~~January 21, 2022~~ **May 14, 2026**

TITLE: District Bookkeeper

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High School diploma, Bachelor's Degree in Accounting preferred.
2. Advanced knowledge of accounting procedures and budget analysis; ability to create computer spreadsheets and reports;
3. Knowledge of bookkeeping terminology, methods, procedures and equipment;
4. Thorough knowledge of standard office procedures, practices and equipment;
5. General knowledge of accounting principles and related data processing equipment;
6. Ability to establish and follow detailed work procedures;
7. Ability to post accounts and to perform mathematical computations with speed and accuracy;
8. Skill in using a variety of office machines and computer equipment and some typing ability;
9. Ability to establish and maintain effective working relationships with associates.
10. Extensive knowledge of the operations, functions, and scope of authority of departments and offices related to handling and disposing of information and requests for information.
11. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening

PHYSICAL REQUIREMENTS: Ability to physically perform tasks associated with the job description including, but not limited to abilities to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, lift up to 35 lbs. Sit, stand and walk for required periods of time.

JOB GOAL: Responsible for financial accounting and specialized clerical work, including the presentation of the financial position of a high school through clerical maintenance, processing of records and documents, and the appropriate training of staff.

RESPONSIBILITIES AND ABILITIES:

1. Work directly with the Superintendent to develop a budget for the fiscal year and provide the Board of Education with monthly reports.
2. Provide Superintendent with clerical assistance when needed.
3. Attend Board Finance Committee meetings as requested by the Superintendent.
4. Attend monthly Board of Education meetings and maintain notes for Superintendent
5. Enroll and maintain employee insurance plan information.
6. Post a seniority list annually for both teachers and non certified staff.
7. Complete various required state and federal reports in a timely manner.
8. Audit all club and class activity accounts and other related accounts when needed.

9. Maintain appropriate contact with school personnel, parents, students and vendors.
10. Prepare appropriate records for the annual School Board audit.
11. Record receipts and disbursements on computer accounting programs as well as tracking in Excel.
12. Prepare semi monthly payroll and all required deductions and benefit payments.
13. Prepare monthly bank reconciliation and financial statement reports and reconcile monthly reports.
14. Work with the Superintendent on investments.
15. Work with the School Treasurer.
16. Maintain appropriate records of staff absences, update attendance tracking systems fiscally.
17. Maintain grant records and work with the Superintendent filing monthly grant reports.
18. Prepare monthly lunch reimbursement.
19. Verify student eligibility for Free and Reduced lunch.
20. Become a Notary.
21. Monitor staff and financial procedures as needed.
22. Handle any discrepancies or returns with the vendors.
23. Maintain current W-9 information and report this list yearly to Superintendent
24. Work in the main office during the summer when the Secretaries are out of the office or on leave while maintaining bookkeeper duties.
25. Maintain physical and computerized files, including board minutes and closed session records.
26. Writes checks for payment of bills.
27. Collects and prepares expenditure and receipt data each month for records and reports.
28. Assists with keeping administration/staff advised of balances and deadlines for all orders and expenditures.
29. Maintains and respects confidentiality of student and office related information.
30. Prepare deposits and take them to the bank as needed. Picks up and drops off deposit bags from the bank, as requested by the Superintendent.
31. Fulfills duties of the building secretary as needed.
32. Prepares requisitions for funds as needed for district operations.
33. Prepare game officials/game help checks and gate admission boxes as needed for sporting events.
34. Maintain personnel files for all district employees.
35. Maintain tuition reimbursement application and expenditures.
36. Performs other related tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 months

SALARY: Regionally competitive - actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.

EVALUATION: The Bookkeeper will receive a minimum of one written evaluation per year. The Bookkeeper will be evaluated by the Superintendent.

Adopted: ~~January 21, 2022~~ May 14, 2026

TITLE: ~~\_\_\_\_\_ LatchKey Director \_\_\_\_\_~~

REPORTS TO: ~~\_\_\_\_\_ Principal \_\_\_\_\_~~

~~QUALIFICATIONS:—~~

- ~~1. High school diploma, Associates degree preferred~~
- ~~2. Experience in childcare~~
- ~~3. Ability to communicate to students, parents and staff in an acceptable/courteous and timely manner~~
- ~~4. Thorough knowledge of office practices and procedures~~
- ~~5. Ability to compose letters and memoranda independently~~
- ~~6. Successful completion of fingerprint based criminal background check (IL State Police and FBI), Sex Offender and Violent Youth Offender screening~~

~~PHYSICAL REQUIREMENTS: — Ability to physically perform tasks associated with the job description including, but not limited to abilities to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, lift up to 35 lbs. Sit, stand and walk for required periods of time.~~

~~RESPONSIBILITIES:~~

- ~~1. Maintain records of latchkey students~~
- ~~2. Maintain appropriate contact with school personnel, parents, and students~~
- ~~3. Ability to maintain effective working relationships with department heads, other employees, and the general public.~~
- ~~4. Update enrollment forms as needed~~
- ~~5. Maintain appropriate amounts of staff for supervising students daily~~
- ~~6. Purchase snacks and supplies as needed~~
- ~~7. Attend Back to School Nights for K-4 students~~
- ~~8. Post payments to student accounts and prepare weekly deposit and submit to School Bookkeeper for deposit~~
- ~~9. Supervise staff~~
- ~~10. Sub in the AM when staff unavailable~~
- ~~11. Ability to relate to students with respect, compassion, tact and understanding.~~
- ~~12. Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.~~
- ~~13. Be observant of the amount of staff in the PM as students leave for the day~~

~~TERMS OF EMPLOYMENT: 9 months — on school days when students are present, plus additional days before school starts to prepare for the new school year, and additional days following end of school to close up the office.~~

~~Hourly rate approved by the Board of Education. Hours: 2:30pm - 5:30pm~~

~~SALARY: Regionally competitive -- actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.~~

~~EVALUATION: All non-certified employees receive a minimum of one written evaluation per year. Latchkey Director will be evaluated by the Principal.~~

~~Adopted: January 21, 2022~~

~~TITLE: LatchKey Support~~

~~REPORTS TO: LatchKey Director~~

~~QUALIFICATIONS:~~

- ~~1. 16 years old, 15 years of age with work permit~~
- ~~2. Ability to communicate to students, parents and staff in an acceptable/courteous and timely manner~~
- ~~3. Successful completion of fingerprint based criminal background check if over the age of 18 (IL State Police and FBI), Sex Offender and Violent Youth Offender screening~~

~~PHYSICAL REQUIREMENTS: Ability to physically perform tasks associated with the job description including, but not limited to abilities to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, lift up to 35 lbs. Sit, stand and walk for required periods of time.~~

~~RESPONSIBILITIES:~~

- ~~1. Supervise students in the morning and/or afternoon latchkey program~~
- ~~2. Ability to relate to students with respect, compassion, tact and understanding.~~
- ~~3. Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.~~

~~Morning Latchkey:~~

- ~~1. Be punctual.~~
- ~~2. Obtain sign in sheet and keys from latchkey office.~~
- ~~3. Unlock the closet, pull out two tables, prop open the door~~
- ~~4. Let the students in around 7AM~~
- ~~5. Open the door and sign in kids as they show up~~
- ~~6. At 7:50AM advise students time to clean up~~
- ~~7. Students wanting breakfast can go to the cafeteria for breakfast, other students are dismissed once the 8:00AM bell rings.~~
- ~~8. Put the key and sign in sheet back in the latchkey office~~
- ~~9. Advise Principal of any disciplinary issues, and make note for Latchkey Director~~

~~Afternoon Latchkey:~~

- ~~1. Be punctual~~
- ~~2. Prepare snack for the day~~
- ~~3. Check in students as they arrive for latchkey~~
- ~~4. Supervise students~~
- ~~5. Assist with homework~~

- ~~6. Advise students when parents arrive for pickup~~
- ~~7. Make sure all activities are cleaned up and put away~~
- ~~8. Advise Latchkey Director of any disciplinary issues~~

~~TERMS OF EMPLOYMENT: 9 months—on school days when students are present. Additional days as requested by the Latchkey Director/Superintendent/Principal/Assistant Principal. Hourly rate approved by the Board of Education.~~

~~Hours: AM Latchkey 6:45am - 8:00am/ PM Latchkey 2:45PM - 5:30PM or as decided by Latchkey Director.~~

~~EVALUATION: All non-certified employees receive a minimum of one written evaluation per year.~~

~~Adopted: January 21, 2022~~

TITLE: Teacher

REPORTS TO: Principal

QUALIFICATIONS:

1. Hold an IL Professional Educator License (PEL) for the particular position as required by the State.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Ability to lift and carry up to 20 lbs.
7. Ability to push/pull up to 10 lbs.

JOB GOAL: This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

RESPONSIBILITIES AND ABILITIES:

1. Possesses knowledge of the subjects taught and understands which concepts and skills are central to discipline.
2. Develops lessons that incorporate other subjects and incorporates skills that are part of other subjects.
3. Demonstrates knowledge of not only the subject content, but also knowledge of the students who are learning the appropriate content. This would include knowledge of child development, learning processes, student's skills, knowledge, and language proficiency, and student's interests and special needs.
4. Responsible for directing instructional outcomes that reflect important learning so that all students are able to demonstrate their understanding of the content. Learning outcomes should provide clarity, balance, and be suitable for diverse students.
5. Recognize the importance in the selection of resources and choose resources that align directly with the learning outcomes and will be of most use to the students.
6. Utilize resources not found at the school to bring lessons to life and assist students both academically and non-academically.
7. Translate the state, district, and school expectations for student learning into a coherent plan.
8. Plan instruction that takes into account the specific learning needs for each student and solicits ideas from students on how to best structure learning.
9. Ensure that students have learned the intended outcomes and assessments are designed in which they provide evidence of assessing reasoning skills, factual knowledge, and different methods of learning.
10. Manage relationships with students and ensure that the relationships amongst the students are positive and supportive.

11. Teach students how to engage in respectful interactions with each other by being a model of respect.
12. Establish a culture for learning by conveying the education value of what the students are learning.
13. Monitor and establish routines and procedures for the smooth operation of the classroom and efficient use of time.
14. Manage instructional groups, transitions, materials, supplies, and non-instructions duties proficiently.
15. Display clear standards of behavior and occasionally refer to them during lessons.
16. Respond to misbehavior that shows respect to the student and understand why students may conduct themselves inappropriately.
17. Keep a classroom environment that is orderly and productive.
18. Organize classroom so that areas are safe and all students are able to see and hear what is going on.
19. Meet and instruct assigned classes in the locations and at the times designated.
20. Provide clear directions for classroom activities so that students know what they are to do.
21. Promote thinking by using questions that invite students to formulate hypotheses, make connections, or challenge previously held views.
22. Provide important and challenging content to engage students in learning.
23. Assess instruction by monitoring student understanding and encourage students to monitor their own learning.
24. Provide feedback to students that is timely, constructive, and provides guidance to improve their performance.
25. Make adjustments in lessons to respond to changing conditions that demonstrates flexibility and responsiveness.
26. Seek alternative approaches to help students when they encounter difficulty in learning.
27. Reflect on teaching through conversations, journal writing, examining student work, information observations, conversations with students, or thinking about own teaching practices.
28. Use reflections of teaching to make adjustments.
29. Keep accurate instructional and non-instructional records as required by law, district policy, and administrative regulations.
30. Communicate with families by providing opportunities to understand the instructional program and their child's progress.
31. Work with colleagues to share strategies and plan for the success of each student.
32. Seek ways to self-improve and contribute to the life of the school by participating in duties that involve the entire school and/or district.
33. Maintain a professional relationship with fellow staff that encourages sharing, planning and working together toward improved instructional skill and student success.
34. Stay informed of the changes in education and take any opportunities to grow and develop professionally.
35. Demonstrate professionalism towards both students and colleagues.
36. Adhere to school and district policies and procedures and remain willing to work to improve these guidelines.

37. Maintain the same high level of ethical behavior and confidentiality of information about students and personnel as is expected of all staff.
38. Performs all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

Adopted: May 14, 2026

TITLE: Media Technician

REPORTS TO: Principal

**QUALIFICATIONS:**

1. Associates degree or higher in information systems or related fields preferred.
2. Understanding/experience in using a variety of systems including iOS, Windows.
3. Experience in building, troubleshooting, and maintaining computers and computer-related equipment.
4. Understanding/experience in using DSL/Wireless/Satellite Internet connections.
5. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
6. Ability to understand and follow basic oral and written instructions.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
8. Must be able to lift and carry up to 20 lbs.
9. Requires employee to have the ability to push/pull up to 10 lbs.

**JOB GOAL:**

To manage the technology department by performing the following tasks: troubleshooting and training district personnel on the operational use of equipment; maintaining hardware and software; providing on-site technical support and assisting with compliance reporting.

**JOB RESPONSIBILITIES:**

1. Determine whether a problem needs outside help or can be fixed in-house.
2. Oversee the troubleshooting and repair of technology equipment.
3. Diagnose technology problems encountered by users.
4. Perform set up, cabling, and hook-up functions as needed for computer systems.
5. Facilitate the installation of all technology equipment and see to it that the equipment is maintained.
6. Maintain records of computer service work.
7. Maintain a supply of computer supplies and repair parts as needed.
8. Set up computers and install programs as new computers are acquired.
9. Create and maintain user login identification (user id) information and login scripts.
10. Keep track of hardware inventory and software licenses for compliance.
11. Provide prompt courteous service to teachers and staff for any computer problem they may have.
12. Responsible for the district listservs and web filters.
13. Maintain compliance by submitting required reporting to ISBE.
14. Administer Skyward (or other student management system) in combination with secretarial staff.
15. May be required to perform other tasks as assigned by the Superintendent.

*Note: The above description is illustrative of most tasks and responsibilities. It is not all inclusive of every task or responsibility.*

TERMS OF EMPLOYMENT: Hours may vary based on school district needs. Days will range from 210-240 per fiscal year.

EVALUATION: Will receive a minimum of one written evaluation per year. Evaluation will be completed by the Superintendent or designee.

Adopted: May 14, 2026

TITLE: Student Services Coordinator

REPORTS TO: Superintendent

**QUALIFICATIONS:**

1. Illinois Professional Educator License (PEL) additional training is desirable but not required.
2. Ability to guard, maintain, and preserve confidential information.
3. Strong organizational skills, detail-oriented with the ability to prioritize multiple tasks.
4. Ability to communicate with students, parents and staff in an acceptable/courteous manner.
5. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators and the general public.
6. Ability to enforce school regulations and policies in a professional manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Ability to lift and carry up to 20 lbs.
9. Ability to push and pull up to 10 lbs.

**JOB GOAL:**

This position serves as a consultant, resource person, guidance specialist, researcher and educator. This role supports the academic and social emotional needs of students and serves as a student advocate.

**DUTIES**

1. Provide developmental guidance both directly and indirectly to all students on a regular basis by teaching students social, emotional, academic, behavioral, literacy, and self-efficacy skills, individually and in small groups.
2. Help students learn how to approach life situations involving coping skills/problem solving.
3. Assist with planning, applying, and reflecting on the RTI tiered system of supports through the identification, diagnosis, and remediation of individual students with specialized needs, attending conferences when properly notified by the special needs teacher and when necessary.
4. Assist administration in implementing all policies and rules governing student life and conduct; and maintain order in area(s) supervised in a fair and just manner.
5. Assist the MGS SEL team in objectives including but not limited to tracking discipline data and facilitating student interventions.
6. Provide teachers with appropriate student personnel information including interpretation of standardized test scores, when it is necessary in dealing with students with a unique background or problem.

7. Provide employees with strategies to improve students' social, emotional, academic, behavioral, literacy, and self-efficacy skills.
8. Assist with planning and delivering professional development opportunities for staff members.
9. Provide 1:1 problem solving in responding to MGS Tiered System of Supports by documenting conversation highlights with students, delivering consequences for student misbehavior per the student handbook, and communicating disciplinary infractions to parents, teachers, and other appropriate staff.
10. Serve as building leader and act as LEA during Special Education/504 meetings when assigned
11. Assist in the organization, implementation, and interpretation of district evaluation and screening programs and individual results.
12. Consult with parents, staff, administration, and community agencies regarding all facets of student development and various district programs and procedures.
13. Coordinate with social workers, school psychologists, teachers, and principals as part of the Problem Solving Team as well as Behavioral Threat Assessment Team.
14. Work with ROE and the Truancy Outreach program to create and maintain a directory that provides an overview of services for families in need.
15. Assist in creating and implementing a student-family academic goal and reflection tool.
16. Assist in creation of the Master Schedule.
17. Promote the District through contact with the public and use of the media.
18. Demonstrate effective planning and organization in execution of job functions.
19. Advise students and families related to academics, career planning and graduation.
20. Assist students and parents with the course selection according to state credit and graduation requirements and student needs and interests.
21. Work with administration to obtain school records from the student's previous school (where applicable) and forwarding student records when appropriate.
22. Perform any other duties as may be requested by the Superintendent.

TERMS OF EMPLOYMENT: 10.5 months

SALARY: Regionally competitive - actual salary, benefits, contractual terms and conditions will be set by the Board of Education thru the Superintendent's recommendation.

Adopted: ~~May 6, 2025~~ May 14, 2026

D. Approve Coaches and Sponsors as Listed

137

## MGS Athletic Coaches for 2026-2027

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Boys and Girls Golf           | Madison Tjaden             |
| 2. Head Cross Country            | Dakota Myers               |
| 3. Assistant Cross Country       | Sam White                  |
|                                  | Paul Uricki (Volunteer)    |
|                                  | Zoe Stoeker (Volunteer)    |
| 4. Girls Softball-Head           | Don Phillips               |
| 5. Girls Softball-Assistant      | Emily Willson              |
|                                  | Chad Keller (Volunteer)    |
| 6. Boys Baseball-Head            | Josh Caruso                |
| 7. Boys Baseball-Assistant       | Ron Smith                  |
|                                  | Tate Stone (Volunteer)     |
| 8. Girls Basketball-8th Grade    | Danielle Buerkett          |
| 9. Girls Basketball-7th Grade    | Dusty Bequette             |
| 10. Girls Basketball - 6th Grade | Dusty Bequette (Volunteer) |
| 11. Cheerleading-Head            | Sarah Berberich            |
| 12. Cheerleading-Assistant       | NONE (Volunteer)           |
| 13. Dance                        | Amy Abney                  |
| 14. Boys Basketball-8th Grade    | Eric Wendte                |
| 15. Boys Basketball-7th Grade    | Ethan Genders              |
| 16. Boys Basketball-6th Grade    | Danen Wendte               |
| 17. Girls Volleyball-8th Grade   | Amber Lorenzatti           |
| 18. Girls Volleyball-7th Grade   | Madison Tjaden             |
| 19. Girls Volleyball-6th Grade   | Danielle Buerkett          |
| 20. Boys Track-Head              | Dakota Myers               |
| 21. Boys Track-Assistant         | Ethan Genders              |
| 22. Girls Track-Head             | Dakota Myers               |
| 23. Girls Track-Assistant        | Emily Willson              |
|                                  | Zoe Stoeker (Volunteer)    |
|                                  | Jamie Moehling (Volunteer) |
|                                  | Paul Uricki (Volunteer)    |
|                                  | Sophia Lauent (Volunteer)  |
| 24. Athletic Director            | Karrie Damerell            |

## MGS Athletic Coaches for 2026-2027

### MGS Activity Sponsors

- |                              |                             |
|------------------------------|-----------------------------|
| 1. Scholastic Bowl-Head      | Emily Becker                |
| 2. Scholastic Bowl-Assistant | Liz Kraus                   |
| 3. Student Council           | Natalie Kamp                |
| 4. Lego League               | Melissa Durbin & Ray Durbin |
| 5. <b>Math Counts</b>        |                             |
| 6. Chess Club                | Josh Long                   |
| 7. Yearbook                  | Amy Abney                   |
| 8. <b>Speech</b>             |                             |
| 9. Pep Band                  | Dawn Trotter                |
| 10. Jazz Band                | Dawn Trotter                |
| 11. Color Guard              | Dawn Trotter                |
| 12. Band Performances        | Dawn Trotter                |
| 13. Choir Performances       | Cathy Gregait               |

DRAFT-WILL COMPLETE AT MAY MEETING

E. Approve Dan Herring as Media Technician

140



**METAMORA CCSD #1**  
815 E. Chatham St. Metamora, IL 61548

 (309) 367-2361, phone  
(309) 367-2364, fax

 [mgsredbirds.org](http://mgsredbirds.org)

To: Board of Education  
From: Dr. Lee  
Re: Recommendation of Employment, Dan Herring  
Date: 4/29/2026

Board of Education,

I would like to recommend Dan Herring to serve as the newly identified MGS Media Technician beginning July 1. His hours will be 7:30-2:30 and he will work 225 days at a rate of pay of \$21 hourly. Mr. Herring has been performing various technology support roles as part of his current aide schedule. He shadowed Mr. Weber for a week prior to his retirement.

**DR. BENJAMIN LEE, SUPERINTENDENT**  
**MR. TIM DAMERY, PRINCIPAL K-4**  
**MR. BEN DIRKS, PRINCIPAL 5-8**

**BOARD OF EDUCATION**  
Dana Smith, President  
Jared Frye, Vice President  
Mary Schierer, Secretary

Dave Gleissner  
Kristina Grebner-Rauh  
Matt Wilkerson  
Trent Yoder

F. Approve Managed Services Agreement with Heart Technology

142



We have prepared a quote for:

**Metamora Community School Dist #1**

**2026-2027 Managed Services + Security Agreement (E-Rate) -  
Budgetary**

Quote # PM015981EP Version 1

Prepared by:

**Paul McCracken**

Engineered by:

**Tim Perry**



# 2026-2027 Managed Services + Security Agreement (E-Rate) - Budgetary

**Prepared by:**

**Heart East Peoria**

Paul McCracken  
(309) 427-7259  
pmccracken@heart.net  
3105 N Main St.  
East Peoria, IL 61611

**Prepared for:**

**Metamora Community School Dist #1**

Paul Weber  
(309) 367-2361  
pweber@mgsredbirds.org  
815 E Chatham  
Metamora, IL 61548

**Quote Information:**

**Quote #: PM015981EP**

Version: 1  
Delivery Date: 04/13/2026  
Expiration Date: 04/14/2026

## Monthly Expenses Summary

Description	Amount
Monthly Recurring Charges	\$4,031.00
MIBS Agreement (Billed Separately)	(\$690.00)

**Monthly Total: \$3,341.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

### Heart East Peoria

### Metamora Community School Dist #1

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Paul Weber

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Scope of Services

### Proactive Server Management (Up to 2 Physical and 5 Virtual Servers)

- Performance Monitoring with Alerts
- Disk Utilization Monitoring with Low Disk Space Alerts
- Automated Restart of Failed Services
- Windows Patch Management with Scheduled Reboots
- User Account Creation and Maintenance
- Configuration Changes and Troubleshooting via Heart Service Desk

### Desktop/Laptop Management (Up to 96 Windows Devices)

- Windows Patch Management with Scheduled Reboots
- Software Installation and Maintenance
- Scheduled Disk Cleanup
- Configuration Changes
- Troubleshooting via Heart Service Desk

### Secure Internet Gateway with Content Filtering (All Devices)

- Cloud Managed DNS-Layer Security
- Block Requests to Malicious Domains, IPs, URLs, and Files Used in Attacks
- Category-Based Content Filters to Block Domains with Unwanted Content
- Prevent Web and Non-Web Callbacks from Compromised Systems
- Pinpoint Compromised Systems Using Real-Time Security Activity Reports

### Advanced Endpoint Protection with Response and Remediation (Up to 103 Windows Devices)

- Next-Generation Endpoint Security
- AI-Powered Monitoring
- Innovative Prevention of Endpoint Security Threats
- Visibility into Root Causes and Origins
- Automatic Threat Isolation

### Network Device Monitoring with Alerts (Up to 1 Site)

- Network Inventory & Asset Identification
- Network Performance Monitoring
- Alerts of offline devices

### Google Workspace Backup (Up to 72 Users)

- Automated, continuous backups of Microsoft 365 user data
- Flexible Retention
- Ransomware Protection
- Restore Individual Files, Folders, or Entire User Data
- Data Stored in Compliance with SOC 1/SSAE 16 and SOC 2 Type II Reporting Standards
- Cloud-Based Backups

### Cyber Liability Essentials (Entire Organization)

- Incident Response Plan
- Acceptable Use Policy

## **Scope of Services**

- Cyber Self-Defense Training

## **Agent-Based Direct to Cloud Backups (Up to 5 Windows Servers)**

- Software Backup for Windows Server or Windows 11 Devices directly to the Cloud
- Recover from Hardware Failure
- Rollback Ransomware
- Individual File and Folder Restoration

## **Security Awareness/Literacy Training (Up to 72 Users)**

- Simulated Phishing Attacks with Highly Realistic Phishing Messages
- Education on the Adverse Impacts of Opening Malicious Links and Attachments
- Advanced Enterprise Reports Displaying Click Through Rates
- Recommended Training for Users as Needed

## Terms and Conditions

### 1. Customer Responsibility

- CUSTOMER shall designate an IT decision-maker/point of contact:
- IT PoC Name: \_\_\_\_\_
- IT PoC phone & email: \_\_\_\_\_
- CUSTOMER shall work with HEART to create a list of all equipment and applications that are considered critical and non-critical.
- CUSTOMER shall provide a list of personnel responsible for approving after-hours service.
- CUSTOMER is responsible for notification to Heart of any additions or deletions to equipment.
- CUSTOMER shall purchase Heart-approved equipment prior to adding to agreement.
- CUSTOMER shall provide all administrative credentials for items to be managed.

### 2. Limitations

- **THIS PROPOSAL IS BUDGETARY ONLY**
- Servers, Desktops, Laptops, Thin Clients must be running an Operating System that is under current manufacturer support.
- Software must be under vendor support.
- Lifecycle replacements for New Desktops/Laptops, New Server Hardware, New Switches, New Firewalls, Windows Version Upgrades, or Server Operating System Migrations will be handled as a Project and billed outside of this agreement.
- Technical support for public-owned devices connecting to CUSTOMER wireless or wired infrastructure is not covered under this contract.
- Full Server, Desktop, or M365 tenant recovery is billed as T&M and is outside the scope of this contract.
- Length of backup storage is dependent on backup storage available. HEART will advise CUSTOMER of additional storage needs. CUSTOMER is responsible for resulting backup retention.
- All support is attempted remotely. If remote support cannot resolve a given issue, a site visit will be required. Site visits are outside the scope of this remote support contract and will be billed at discounted T&M rate.

### 3. Prerequisites for This Agreement

- This is a budgetary proposal only

### 4. Response Time

- Upon receipt of CUSTOMER's report of any Minor malfunction of equipment or general service request, HEART will respond to CUSTOMER within (4) hours from the time the service call is received. HEART will complete all repairs as quickly as possible, during normal business hours.
- Upon receipt of CUSTOMER's report of any Major malfunction of equipment, HEART will respond to CUSTOMER within (1) hour from the time the service call is received. HEART will complete all repairs as quickly as possible.
- Normal business hours are defined as 8:00 a.m. to 4:30 p.m., Monday through Friday excluding Holidays.
- After-hours is defined as 4:30 p.m. to 8:00 a.m., 7 days a week including holidays. Emergency service work must be approved by CUSTOMER's designated personnel. Charges for after-hours work shall be 1.5x the discounted T&M rate. For Sundays and Holidays, the charge is 2x the discounted T&M rate.
- Major malfunction is defined as:
  - Critical services down, for which there is no reasonable workaround.
  - Network connectivity down.
  - Mission critical IT equipment down, for which there is no reasonable workaround.
  - Mission critical applications down, for which there is no reasonable workaround.
- All emergency service requests must be made through HEART service numbers (309-427-7070 or 877-494-3278). For

## Terms and Conditions

normal requests please email [heartsupport@heart.net](mailto:heartsupport@heart.net) and a support ticket will be created.

- All support is attempted remotely. If an Onsite visit is requested or deemed necessary by HEART within business hours, it is available at discounted T&M rates.

### 5. Term

- The term of this service contract is twelve (12) months, beginning (MM/YYYY)\_\_\_\_\_ through (MM/YYYY)\_\_\_\_\_
- CUSTOMER agrees that the monthly charges outlined in this agreement are subject to semi-annual review and adjustments of user and device counts. Significant changes to user and/or computer counts (increases or decreases) will be communicated to the customer along with the revised adjustment to the monthly recurring charges. Both parties shall agree to the adjusted user/device counts before the billing amount changes.

### 6. Payments

- Payments due, a month in advance, from CUSTOMER to HEART shall be made within thirty (30) days from the date of invoice. Interest charges may be assessed at a rate of 1.5% on invoices over thirty days. Failure to make prompt payments within the 30-day period entitles HEART to void this Agreement at its sole discretion.

### 7. Taxes

- The charges incurred by CUSTOMER under this Agreement do not include any federal or state sales tax.

### 8. Entire Agreement

- This Agreement shall constitute the entire Agreement between CUSTOMER and HEART for Services outlined in this proposal. CUSTOMER DOES HEREBY ACKNOWLEDGE TO READING ALL OF THE PROVISIONS OF THIS AGREEMENT. THERE ARE NO REPRESENTATIONS, WARRANTIES, OR STIPULATIONS, WRITTEN OR ORAL, NOT HEREIN CONTAINED. NO MODIFICATION OF THIS AGREEMENT MAY BE MADE EXCEPT BY IN WRITING EXECUTED BY AN AGENT OF HEART TECHNOLOGIES, INC. THIS AGREEMENT SHALL NOT BE EFFECTIVE UNTIL SIGNED BY AN AUTHORIZED AGENT OF HEART AND CUSTOMER.

### 9. Limitations of Liability

- CUSTOMER agrees that neither HEART, nor its subcontractors shall be liable for any loss or damage to the EQUIPMENT or arising from the EQUIPMENT or other property or injury or death to the CUSTOMER's agents, employees or customers arising in connection with the support service or other contract services provided by HEART or its subcontractors under this Agreement. IN NO EVENT SHALL HEART OR ITS SUBCONTRACTOR BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY LOSS BY CUSTOMER OR BUSINESS, REVENUES OR GOODWILL), ARISING IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT OR ANY SERVICES PERFORMED OR MATERIALS PROVIDED INCIDENTAL THERETO.
- BUYER AND SELLER REPRESENT AND WARRANT THAT THEY BOTH HAVE CAPACITY AND AUTHORITY TO ENTER INTO EXECUTE AND DELIVER THIS AGREEMENT.

## Schedule A

### Projects or Proposals Required Prior to Start of Agreement

- **This Budgetary proposal assumes the customer has an ERate MIBS agreement covering:**
  - 75 Wireless Access Points
  - 8 Managed Network Switches
  - 1 Network Firewall



## Standard Terms and Conditions

1. This proposal is in accordance with our understanding of the requirements of the project and from verbal information which we received from the Customer, or its agent, and if written plans and specifications are furnished by Customer, and HEART Technologies, Inc., (from here on referred to as HEART Technologies, Inc.) interpretation of them. HEART Technologies, Inc. assumes no responsibility as to the accuracy of such plans and specifications. It is further understood and agreed that this proposal and contract does not include any labor or materials not specifically mentioned herein. Any additional work not covered herein shall be billed as time and material.
2. Terms and amount of payment shall be those specified herein. If not specified in the proposal, payment shall be 50% down at contract signing, 30% upon receipt of materials, and the remaining 20% due upon completion of this contract where the work is completed within the same month as the billing period. Where work continues beyond a period of 30 days, or is delayed for reasons beyond the control of HEART Technologies, Inc., monthly progress payments shall be paid in an amount equal to the labor and material on a percentage of completion basis of the job covered by this contract. Payment shall be made to HEART Technologies, Inc. by the 10th of the month following the date of any billing. HEART Technologies, Inc. shall not be required to proceed with the installation of the work if the payments applying on same have not been made as specified in the contract. In the event suit is filed by HEART Technologies, Inc. to collect any Moneys due hereunder or to enforce any other provisions of the contract, the Customer agrees to pay all cost, and the attorney's fees incurred. Past Due balances shall be charged finance charges at a rate of 1.5% per month. Customer agrees to pay these charges, if for any reason payments are not received by due date.
3. Alterations or additional work ordered by Customer or his agent shall constitute an addition to this proposal, and shall be charged for on a time and material basis in accordance with the current prices shown in a locally recognized trade pricing standard, in effect at time of billing. If any additions to the contract are ordered, the amount to be paid for the same shall be determined by the Customer and HEART Technologies, Inc. at the time that they are ordered, and if they do not agree upon an amount to be paid, then the Customer shall pay a reasonable price therefor. If the change requested by the Customer shall reduce the amount of labor or material, or both, that HEART Technologies, Inc. shall furnish to the project, then the Customer and HEART Technologies, Inc. shall agree at the time that the change is requested on the amount of credit that shall be given by HEART Technologies, Inc. to the Customer, and if they do not agree upon an amount of credit then the reasonable value of the labor and material shall be credited to the Customer. HEART Technologies, Inc. shall receive written orders for all additional work or changes signed by an authorized person before proceeding with such additions or changes. However, if such written orders are not received this shall not affect the right of HEART Technologies, Inc. to receive payment as outlined above for said labor and materials so furnished. Payments for additions or changes shall be made under the same terms and conditions as are embodied in the original proposal and contract.
4. All prices quoted herein are firm upon acceptance of this proposal, and are subject to correction prior to acceptance. All written proposals are conditioned upon acceptance within time limit specified on the face of this proposal. Verbal quotations are subject to immediate acceptance and terminate the day they are made.
5. It is a condition of this proposal that all materials or devices which are supplied by HEART Technologies, Inc. for installation will be of a type that is approved for the purpose. It is further stipulated that the Customer will assume the same responsibility for any material or equipment not furnished by HEART Technologies, Inc..
6. This proposal including any plans, specifications, drawings or engineering data are furnished by HEART Technologies, Inc. to Customer in trust for determining the scope of the work to be performed and shall remain the property of HEART Technologies, Inc.. They shall be immediately returned to HEART Technologies, Inc. in the event it is not awarded the contract to perform such work. If such plans, specifications or other data are used for the purpose of obtaining other bids or in connection with the installation, the Customer shall pay HEART Technologies, Inc. for all expense in preparing such plans or other data on an engineering fee basis.
7. Unless otherwise provided herein, the amount of any present or future sales or other tax, Federal, State or City, which we now, or hereafter shall be required to pay, either on our own behalf or on behalf of the Customer, or otherwise, with respect to any labor or material covered by this proposal shall be added to the prices quoted herein and paid by the Customer in the same manner and with the same effect as if originally added hereto.
8. If the Customer shall enter into a sale or shall sell all or any part of the premises herein involved, the full amount remaining unpaid on this contract becomes due and payable within 48 hours after date of such sale or agreement of sale at the option of HEART Technologies, Inc.. Title to any of the material sold or installed hereunder by HEART Technologies, Inc. shall remain HEART Technologies, Inc. until all the terms hereof have been complied, with, and in the event such materials are affixed to realty, it is expressly understood and agreed that they shall remain personal property subject to removal by HEART Technologies, Inc. The owner, buyer and Customer hereby waive any and all claims for damage to said realty or buildings caused by the removal of said materials or any part thereof.
9. This proposal is contingent upon approval by the authority having jurisdiction. Should additions or modifications be recommended by the authority having jurisdiction, or should the scope of protection change, this proposal will be adjusted accordingly.
10. We represent that the products listed within this quotation are free from defects in material or workmanship. Any product or part, thereof, which proves to be defective in workmanship or material during a period equal to manufacturer's warranty but not to exceed twelve (12) months from the date of purchase (unless otherwise stated in the proposal) shall be replaced at no charge during normal working hours.
11. Any repairs or modifications of the system as installed by the owner, owner's representative or any third party will void the warranty as stated herein.
12. HEART Technologies, Inc. maintains the capability to service your system using our factory-trained technicians from our nearest service facility on a 24-hour emergency basis.
13. The price has been determined on the basis of straight time and normal work week. No overtime will be worked unless ordered by Customer or his representative. In the event overtime is worked, the overtime premium rates plus HEART Technologies, Inc. regular mark-up for overhead and profit will be paid as an extra.
14. Upon acceptance, it is understood and agreed that this contract cannot be canceled except by mutual consent, and then only after payment to HEART Technologies, Inc. for all labor, material and job costs plus his regular mark-up for overhead and profit.
15. This agreement, and any issues arising in connection with it, shall be governed by, and construed in accordance with, the laws of the State of Illinois.
16. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior proposals and all previous negotiations and agreements, representations and warranties, written or oral.

Authorization to proceed with work or issuance of purchase orders by Customer to HEART Technologies, Inc. accepting any or all parts of this proposal shall be subject to the foregoing conditions.

It is the policy of HEART Technologies, Inc. to provide equal opportunity in employment for all qualified persons and to prohibit discrimination in employment on the basis of race, creed, color, sex, age, national origin, religion, disability or veteran status.

G. Approve Resolution to Transfer \$225,000 from Working Cash to Transportation

151

**BOARD OF EDUCATION FOR METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 1  
RESOLUTION TO ABATE FUNDS FROM WORKING CASH FUND TO THE TRANSPORTATION FUND.**

**WHEREAS**, the BOE for Metamora CCSD #1, Woodford County, Illinois, has therefore created and maintained a Working Cash Fund in the manner prescribed in Article 20 of the School Code (105 ILCS 5/20-1 et seq.) for the purpose of enabling the District to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for corporate purposes; and

**WHEREAS**, the BOE may abate the Working Cash Fund upon adoption of a resolution so providing and directing the transfer of the amount abated in such Fund to the fund or funds of the School District most in need, pursuant to Section 20-10 of the School Code (105 ILCS 5/20-10); and

**WHEREAS**, the Board of Education does hereby find and determine that, as a result of the need to transfer funds to the Transportation Fund, it is the best, legal interest of the district to abate said amount of \$225,000 from the Working Cash Fund to the Transportation Fund; and

**NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF EDUCATION OF METAMORA COMMUNITY GRADE SCHOOL DISTRICT NO. 1 THAT:

Section 1: The Working Cash Fund of the School District is hereby abated in the following amount:

<u>Amount</u>	<u>Transferor Fund</u>	<u>Receiving Fund</u>
\$225,000	Working Cash Fund	Transportation Fund

Section 2: The Treasurer of the School District is hereby directed to permanently transfer the amounts as set forth in Section 1 above; and

Section 3: All resolutions or parts thereof in conflict with this Resolution shall be repealed and this Resolution shall be in full force and effect immediately upon its passage.

**ADOPTED** this 14th day of May, 2026 by the following roll call vote:

**AYES**

**NAYS:**

**ABSENT:**

\_\_\_\_\_  
**President, Board of Education**

\_\_\_\_\_  
**Secretary, Board of Education**

H. Approve Tentative Amended Budget for FY 26

153

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) <sup>1</sup> as of July 1, 2025		1,078,149	199,889	27,382	59,425	156,485	337,391	2,169,033	48,484	110,605	
4	<b>RECEIPTS/REVENUES (without Student Activity Funds)</b>											
5	LOCAL SOURCES	1000	4,379,318	559,303	1,424,373	268,281	267,530	565,600	177,420	250,527	111,812	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
7	STATE SOURCES	3000	2,705,482	0	0	194,116	0	50,000	0	0	0	
8	FEDERAL SOURCES	4000	455,493	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues <sup>5</sup>		7,540,293	559,303	1,424,373	462,397	267,530	615,600	177,420	250,527	111,812	
10	Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998										
11	Total Receipts/Revenues		7,540,293	559,303	1,424,373	462,397	267,530	615,600	177,420	250,527	111,812	
12	<b>DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)</b>											
13	INSTRUCTION	1000	5,578,910				125,328			0		
14	SUPPORT SERVICES	2000	1,366,854	613,937		726,109	206,635	421,498		231,818	3,086	
15	COMMUNITY SERVICES	3000	8,453	0		0	0	0		0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,397,116	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	1,423,544	0	0	0		0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures <sup>9</sup>		8,351,333	613,937	1,423,544	726,109	331,963	421,498		231,818	3,086	
20	Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		8,351,333	613,937	1,423,544	726,109	331,963	421,498		231,818	3,086	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(811,040)	(54,634)	829	(263,712)	(64,433)	194,102	177,420	18,709	108,726	
23	<b>OTHER SOURCES/USES OF FUNDS</b>											
24	<b>OTHER SOURCES OF FUNDS (7000)</b>											
25	<b>PERMANENT TRANSFER FROM VARIOUS FUNDS</b>											
26	Abolishment the Working Cash Fund <sup>16</sup>	7110										
27	Abatement of the Working Cash Fund <sup>16</sup>	7110				225,000						
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int <sup>3a</sup> Proceeds to Debt Service Fund	7170			0							
34	<b>SALE OF BONDS (7200)</b>											
35	Principal on Bonds Sold <sup>4</sup>	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets <sup>5</sup>	7300										
39	Transfer to Debt Service to Pay Principal on Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds <sup>8</sup>		0	0	0	225,000	0	0	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	<b>OTHER USES OF FUNDS (8000)</b>											
49	<b>TRANSFER TO VARIOUS OTHER FUNDS (8100)</b>											
50	Abolishment or Abatement of the Working Cash Fund <sup>16</sup>	8110							225,000			
51	Transfer of Working Cash Fund Interest	8120						0				
52	Transfer Among Funds	8130										
53	Transfer of Interest <sup>6</sup>	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond <sup>3a</sup> and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Leases	8420										
59	Other Revenues Pledged to Pay Principal on Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Leases	8440										
61	Taxes Pledged to Pay Interest on Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Leases	8520										
63	Other Revenues Pledged to Pay Interest on Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	<b>Total Other Uses of Funds <sup>9</sup></b>		0	0	0	0	0	0	225,000	0	0	
80	<b>Total Other Sources/Uses of Fund</b>		0	0	0	225,000	0	0	(225,000)	0	0	
81	<b>ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2026</b>		267,109	145,255	28,211	20,713	92,052	531,493	2,121,453	67,193	219,331	
82												
83	<b>Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2025</b>		110,507									
84	<b>RECEIPTS/REVENUES (For Student Activity Funds)</b>											
85	<b>Total Student Activity Direct Receipts/Revenues (Local Sources)</b>	1799	170,000									
86	<b>DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)</b>											
87	<b>Total Student Activity Direct Disbursements/Expenditures</b>	1999	220,000									
88	<b>Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures</b>		(50,000)									
89	<b>Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2026</b>		60,507									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2025		1,188,656	199,889	27,382	59,425	156,485	337,391	2,169,033	48,484	110,605	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	4,549,318	559,303	1,424,373	268,281	267,530	565,600	177,420	250,527	111,812	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000										
95	STATE SOURCES	3000	2,705,482	0	0	194,116	0	50,000	0	0	0	
96	FEDERAL SOURCES	4000	455,493	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues <sup>8</sup>		7,710,293	559,303	1,424,373	462,397	267,530	615,600	177,420	250,527	111,812	
98	Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998	0	0	0	0	0	0	0	0	0	
99	Total Receipts/Revenues		7,710,293	559,303	1,424,373	462,397	267,530	615,600	177,420	250,527	111,812	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	5,798,910				125,328			0		
102	SUPPORT SERVICES	2000	1,366,854	613,937		726,109	206,635	421,498		231,818	3,086	
103	COMMUNITY SERVICES	3000	8,453	0		0	0			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,397,116	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	1,423,544	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures <sup>9</sup>		8,571,333	613,937	1,423,544	726,109	331,963	421,498		231,818	3,086	
108	Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		8,571,333	613,937	1,423,544	726,109	331,963	421,498		231,818	3,086	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(861,040)	(54,634)	829	(263,712)	(64,433)	194,102	177,420	18,709	108,726	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds <sup>8</sup>		0	0	0	225,000	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds <sup>9</sup>		0	0	0	0	0	0	225,000	0	0	
117	Total Other Sources/Uses of Fund		0	0	0	225,000	0	0	(225,000)	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2026		327,616	145,255	28,211	20,713	92,052	531,493	2,121,453	67,193	219,331	
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
122			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
123	Object Name											
124	Salaries	100	4,421,025	264,978		282,842		0		99,942	0	5,068,786
125	Employee Benefits	200	963,776	41,366		281	331,963	0		0	0	1,337,386
126	Purchased Services	300	989,812	155,668	0	191,866		19,500		131,876	2,551	1,491,273
127	Supplies & Materials	400	544,214	101,725		74,800		0		0	535	721,274
128	Capital Outlay	500	281,548	50,000		173,570		401,998		0	0	907,116
129	Other Objects	600	1,150,958	200	1,423,544	2,750	0	0		0	0	2,577,452
130	Non-Capitalized Equipment	700	0	0		0		0		0	0	0
131	Termination Benefits	800	0	0		0				0	0	0
132	Total Expenditures		8,351,333	613,937	1,423,544	726,109	331,963	421,498		231,818	3,086	12,103,288

I. Approve First Reading of Board Policy Updates as Presented

157

SECTION 7 - STUDENTS

## **7:150 Agency and Law Enforcement Requests**

The District recognizes the right of every student to equal access to a free public education under State and federal law, consistent with Board policy 7:10, *Equal Educational Opportunities*. District administrators and staff stand *in loco parentis* when government agency and law enforcement authority requests occur at school.<sup>C1</sup>

### Federal and State Law Requirements Regarding Citizenship and Immigration Status in Schools<sup>C2</sup>

No student shall be denied an education based on the student's, or their parent's/guardian's, actual or perceived citizenship or immigration status. Based on such status, the District will not:

1. Exclude a student from participating in, or deny them the benefits of, any District program or activity.
2. Use policies or procedures or engage in practices that have the effect of excluding a student from participating in or denying the benefits of any District program or activity.
3. Use policies or procedures or engage in practices that have the effect of excluding participation of a student's parent(s)/guardian(s) from District parental engagement activities or programs.
4. Threaten to disclose information related to the actual or perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency.
5. Disclose information related to the perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency if the District does not have direct knowledge of the student's or associated person's actual citizenship or immigration status, subject to the requirements in 105 ILCS 5/22-105(c)(3).<sup>C3</sup>
6. Disclose information related to the actual citizenship or immigration status of a student or a person associated with the student to any other person or nongovernmental entity if the District has direct knowledge of the student's or associated person's actual citizenship status, subject to the requirements in 105

ILCS 5/22-105(c)(3).

State law does not prohibit or restrict the District from sending or receiving information about the citizenship or immigration status of an individual to or from the U.S. Dept. of Homeland Security or any other governmental entity under 8 U.S.C. §§1373 and 1644.

### Responding to Agency and Law Enforcement Requests<sup>C4</sup>

The Superintendent shall develop procedures to manage requests by government agencies or law enforcement authorities regarding students at school. Procedures will:

1. Recognize individual student rights and privacy.
2. Recognize the potential impact the release of information or an interview may have on an individual student.
3. Minimize potential disruption.
4. Foster a cooperative relationship with government agencies and law enforcement authorities.
5. Maintain discipline and recognize that school employees stand in the relationship of the parents/guardians to the students during the school day.
6. Comply with State law including, but not limited to, ensuring that before a law enforcement agent, 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:<sup>C5</sup>
  - a. Notify or attempt to notify the student's parent(s)/guardian(s) 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, 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<sup>C6</sup> to promote safe interactions and communications with the student is present during questioning.
7. Manage reviewing and authorizing requests from law enforcement agents attempting to enter a school or school facility, in accordance with the requirements of 105 ILCS 5/22-105(c)(4).<sup>C7</sup>

LEGAL REF.:

U.S. Constitution, Amend. IV.

8 U.S.C. §1373 and §1644.

Plyler v. Doe, 457 U.S. 202 (1982).

Ill. Constitution, Art. I, §6.

105 ILCS 5/10-20.64, 5/10-20.68, 5/22-88, 5/22-105, and 5/24-24.

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.: 2:160 (Board Attorney), 2:260 (Uniform Grievance Procedure), and 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

#### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. This policy is renamed and rewritten in response to 105 ILCS 5/22-105, added by P.A. 104-288, eff. 1-1-26, requiring districts to establish a policy by 7-1-26 regarding agency and law enforcement requests at school, and for continuous improvement. See the footnotes of this sample policy for more information, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

By 7-1-26, districts are also required to develop procedures for reviewing and authorizing requests from *law enforcement agents* attempting to enter a school or school facility. 105 ILCS 5/22-105(b), added by P.A. 104-288, eff. 1-1-26, defines *law enforcement agent* as "an agent of federal, State, or local law enforcement authorized with the power to arrest or detain individuals or manage the custody of detained individuals for a law enforcement purpose, including civil immigration enforcement." *Law enforcement agent* does not include a school resource officer as defined in 105 ILCS 5/10-20.68. Id. See sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*. **Issue 120, October 2025**

- C2. Required by 105 ILCS 5/22-105(d), added by P.A. 104-288, eff. 1-1-26. **Issue 120, October 2025**
- C3. Districts must also still comply with federal and State laws, e.g., FERPA and the Ill. School Student Records Act, governing the disclosure of student records or information. **Consult the board attorney regarding legal requirements when requests are received from federal law enforcement agencies. Issue 120, October 2025**

- C4. With the exception of items #6 and #7, the listed standards for procedures are at the local school board's discretion and may be omitted. For procedures addressing #1-6, refer to the *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (*ICSA Guidelines*) at: [www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/](http://www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/) in consultation with the board attorney. For procedures addressing the items listed in #7, refer to sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), in consultation with the board attorney. Procedures covering item #7 are required by 105 ILCS 5/22-105, added by P.A. 104-288, eff. 1-1-26, and must be implemented by 7-1-26. **Issue 120, October 2025**
- C5. 105 ILCS 5/22-88. The statute does not specifically assign these duties to a school official, but instead states that “a law enforcement officer, school resource officer, or other school security personnel” must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the *ICSA Guidelines* for further discussion of school officials' responsibilities when law enforcement authorities interview students at school. **Issue 120, October 2025**
- C6. A *trained law enforcement officer* is someone who: (1) received training in youth investigations approved or certified by his/her law enforcement agency or under 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). 105 ILCS 5/22-88(b)(4). **Issue 120, October 2025**

- C7. 105 ILCS 5/22-105(c)(4), added by P.A. 104-288, eff. 1-1-26, requires a district to develop procedures that: (1) designate authorized personnel at the school and the superintendent's office or school administrative office who may contact the board attorney, (2) require the designated authorized person and board attorney to work together to review requests from law enforcement agents to enter a school or school facility, including under judicial warrants, nonjudicial warrants, and subpoenas, (3) require the designated authorized personnel to monitor or accompany and to document all interactions with law enforcement agents while on the school's premises, and (4) require the designated authorized person to notify and seek consent from a student's parent/guardian, or from the student if the student is 18 years old or older or emancipated, if a law enforcement agent requests access to a student for immigration enforcement purposes, unless such access is in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the student's parent/guardian.

Regarding requirement #2 in the paragraph immediately above, ensure that the superintendent's authority to designate others to contact the board attorney aligns with policy 2:160, *Board Attorney*. The superintendent will need to work with the board attorney to create a list of administrators authorized to consult directly with the board attorney if any agency or law enforcement request is received. Factors to consider when drafting this list include: the type of request received, the type of agency or law enforcement unit making the request, whether or not a warrant is presented, and whether or not exigent circumstances are claimed. **Issue 120, October 2025**

SECTION 2 - SCHOOL BOARD

## **2:265 Title IX Grievance Procedure**

*Title has been updated. Original title: Title IX Grievance Procedure*

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX)<sup>C1</sup> and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

### Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

### Definitions from 34 C.F.R. §106.30

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

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

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

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

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

### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, <sup>C2</sup> or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

### Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students,<sup>C3</sup> a Complaint Manager, or any employee with whom the person is comfortable speaking.

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

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.<sup>C4</sup>

**Title IX Coordinator:**

Name

Address

Email

Telephone

Processing and Reviewing a Report

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

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

*Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior*, to determine if the allegations in the report require further action.

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

### Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training<sup>C5</sup> on issues of relevance of questions and evidence, including when

questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.

6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. <sup>C6</sup>
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

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

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

### Retaliation Prohibited

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

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

#### LEGAL REF.:

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

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

#### Metamora CCSD 1

---

### PRESSPlus Comments

- C1. Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 118, April 2025**

- C2. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**
- C3. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**
- C4. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

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

- C5. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

- C6. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. *Preponderance of evidence* is a standard of proof used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

*Clear and convincing* is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete “~~preponderance of~~” and insert “clear and convincing.” Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

## Document Status: Draft Update - Rewritten

### Communications To and From the Board

## **2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use**

The Open Meetings Act (OMA) requires the School Board to discuss District business only at a properly noticed Board meeting.<sup>C1</sup> 5 ILCS 120/. Other than during a Board meeting, a majority or more of a Board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This guidance assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

**Note:** *Public records* stored by board members on personal devices (i.e., texts) or personal email accounts pose significant logistical and administrative challenges for public record preservation and certain FOIA requests. It is therefore a best practice for board members to utilize District-issued devices or District-issued email addresses for electronic communications that qualify as public records under the Freedom of Information Act (FOIA) or the Local Records Act (LRA). For that reason, the examples in this guidance focus primarily on board member email use and District-issued devices.

### Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply all/forward alert to the group, such as: "**BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.**" Alternatively, the Superintendent may blind carbon copy (bcc) all other board members (preventing them from replying to all) and include a similar alert to the group, such as: "**BOARD MEMBER ALERT: This email is in response to a request. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. Only reply to the sender.**"
2. Board members are permitted to discuss any topic other than District business with each other, whether in person or by telephone, email, text, or other electronic means, regardless of the number of members participating in the discussion. For example,

they may discuss sports, work, or current events.

3. Board members are permitted to provide information to each other, whether in person or by telephone, email, text, or other electronic means, that relates to District business but is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone, email, text, or other electronic means. Stated another way, a Board member may discuss District business in person or by telephone, email, text, or other electronic means with only one other Board member at a time.
5. A Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls, emails, texts, or other electronic communications to, Board members individually.
6. A Board member should include a do not reply all/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”** Alternatively, the board member may bcc the other board members and include a similar alert to the other board members, such as **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. The recipient should not reply to it or forward it to another individual.”**
7. Board members should not forward email received from another Board member.

#### When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a public record as defined by FOIA, unless a specific exemption applies. A *public record* is any recorded information “pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.” 5 ILCS 140/2, amended by P.A. 104-438. Public records do not include *junk mail*. Junk mail includes unsolicited commercial electronic communications sent to the District that it does not respond to. *Id.* Email or other electronic communications sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a public record (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the electronic communication is subject to disclosure under FOIA, barring an

applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

**First**, the communication pertains to the transaction of public business, and

**Second**, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill. App. Ct. 2013).

The following examples describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
  - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
  - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
  - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
  - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
  - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine whether a specific communication must be disclosed pursuant to a FOIA request.

### When Must Electronic Communications Be Retained?

Electronic communications that qualify under FOIA as *public records* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. 50 ILCS 205/. An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

**Important:** Do not destroy any electronic communication concerning a topic that is being litigated without obtaining the Board Attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally advise their clients at the beginning of a legal proceeding that they must not destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4.

### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. Rewritten for PRESS Plus in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A. 104-438, excluding *junk mail* from the definition of *public record*, and for continuous improvement. This exhibit is not a substitute for legal advice. Use it after having a discussion with the board attorney. A redlined version showing the changes made is available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 121, March 2026**

## 7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

### *New/Unpublished Section*

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents,<sup>C1</sup> or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).<sup>C2</sup>

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.<sup>C3</sup>
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35.<sup>C4</sup>
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.<sup>C5</sup>
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.<sup>C6</sup>
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.<sup>C7</sup>
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.<sup>C8</sup>
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its

employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f).<sup>C9</sup> Confidentiality procedures will:<sup>C10</sup>

- a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
  - b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c).<sup>C11</sup>
10. Complies with State and federal law and aligns with Board policies.<sup>C12</sup>

### Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

### Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students,<sup>C13</sup> a Complaint Manager, or any employee with whom the person is comfortable speaking.<sup>C14</sup>

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.<sup>C15</sup>

**Nondiscrimination Coordinator:**

**Title IX Coordinator:**

Name

Name

Address

Address

Email

Email

Telephone

Telephone

**Complaint Managers:**

Name

Name

Address

Address

Email

Email

Telephone

Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the

authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

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

#### Policy Review<sup>C16</sup>

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

#### Retaliation Prohibited<sup>C17</sup>

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

#### LEGAL REF.:

105 ILCS 5/26A.

105 ILCS 10/, III. School Student Records Act.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

- C2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: [www.isbe.net/Documents/ess-task-force-final-report0610.pdf](http://www.isbe.net/Documents/ess-task-force-final-report0610.pdf).

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

#### **Issue 118, April 2025**

- C3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**
- C4. See footnote 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for further information about training requirements. **Issue 118, April 2025**

- C5. 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**
- C6. 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**
- C7. 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**
- C8. 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Sample administrative procedures are available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

C9. 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

C10. Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: [www.isbe.net/Documents\\_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf](http://www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf). The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

C11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

- C12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**
- C13. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**
- C14. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 118, April 2025**
- C15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

- C16. 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**
- C17. 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

# Document Status: Review and Monitoring

## SECTION 3 - GENERAL SCHOOL ADMINISTRATION

### **3:10 Goals and Objectives**

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to: <sup>C1</sup>

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

**ADOPTED: March 17, 2022**

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

# Document Status: Review and Monitoring

## SECTION 4 - OPERATIONAL SERVICES

### **4:55 Use of Credit and Procurement Cards**

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.<sup>C1</sup>

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.

6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.:

[105 ILCS 5/10-20.21](#).

[23 Ill.Admin.Code §100.70\(d\)](#).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

**ADOPTED: March 17, 2022**

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

# Document Status: Review and Monitoring

General Personnel

## 5:170 Copyright

Works Made for Hire<sup>C1</sup>

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

### Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.:

Federal Copyright Law of 1976, 17 U.S.C. §101 et seq., Federal Copyright Law of 1976.

[105 ILCS 5/10-23.10](#).

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 110, October 2022**

# Document Status: Review and Monitoring

## Board Member Oath and Conduct

### **2:80-E Exhibit - Board Member Code of Conduct**

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:<sup>C1</sup>

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.

12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

**DATED: March 17, 2022**

### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
  - Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## SECTION 6 - INSTRUCTION

### **6:10 Educational Philosophy and Objectives**

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

C1

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED: March 17, 2022

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## SECTION 6 - INSTRUCTION

### **6:190 Extracurricular and Co-Curricular Activities**

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.<sup>C1</sup>

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

#### Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 8:20 (Community Use of School Facilities)

Metamora CCSD 1

---

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## SECTION 6 - INSTRUCTION

### **6:240 Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.<sup>C1</sup>

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.:

[105 ILCS 5/29-3.1.](#)

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## SECTION 8 - COMMUNITY RELATIONS

### **8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.<sup>C1</sup>

#### Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

#### Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.:

Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).

Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).

Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).

DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities)

**ADOPTED: March 17, 2022**

**Metamora CCSD 1**

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## SECTION 8 - COMMUNITY RELATIONS

### **8:95 Parental Involvement**

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education. <sup>C1</sup>
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 112, June 2023**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:50 Board Member Term of Office**

The term of office for a School Board member begins immediately after both of the following occur:<sup>C1</sup>

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends four years later when the successor assumes office.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

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

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

**ADOPTED: March 17, 2022**

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:60 Board Member Removal from Office**

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.<sup>C1</sup>

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the School Board - Filling Vacancies)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:140 Communications To and From the Board**

The School Board welcomes communications from the school community. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website.<sup>C1</sup>

The Superintendent or designee shall ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

#### Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

**ADOPTED: March 17, 2022**

### Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

## Document Status: Review and Monitoring

### SECTION 4 - OPERATIONAL SERVICES

#### **4:20 Fund Balances**

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.<sup>C1</sup>

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

# Document Status: Review and Monitoring

## SECTION 4 - OPERATIONAL SERVICES

### **4:110 Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, [740 ILCS 147/](#). The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with [Section 45/1-15 of the Education for Homeless Children Act](#). Foster care students shall be transported in accordance with [Section 6312\(c\)\(5\)\(B\) of the Elementary and Secondary Education Act](#).<sup>C1</sup>

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

#### LEGAL REF.:

[20 U.S.C. §6312\(c\)\(5\)\(B\)](#), Elementary and Secondary Education Act.

[42 U.S.C. §11431 et seq.](#), McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-22.22](#) and [5/29-1 et seq.](#)

[105 ILCS 45/1-15](#) and [/1-17](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [5/12-813.1](#), [5/12-815](#), [5/12-816](#), [5/12-821](#), and [5/13-109](#).

[23 Ill.Admin.Code §§1.510](#) and [226.750](#); [Part 120](#).

[92 Ill.Admin.Code Part 440](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED: March 17, 2022

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

# Document Status: Review and Monitoring

General Personnel

## **5:35 Compliance with the Fair Labor Standards Act**

### Job Classifications<sup>C1</sup>

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

### Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

### Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

### Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

### LEGAL REF.:

[820 ILCS 105/4a](#).

[29 U.S.C. §201 et seq.](#), Fair Labor Standards Act, [29 C.F.R. Parts 516, 541, 548, 553, 778, and 785](#).

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

# Document Status: Review and Monitoring

General Personnel

## **5:40 Communicable and Chronic Infectious Disease**

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.<sup>C1</sup>

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

### LEGAL REF.:

[42 U.S.C. §12101 et seq.](#), Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#); [29 C.F.R. §1630.1 et seq.](#)

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1 et seq.](#)

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

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

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: March 17, 2022

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 114, March 2024**

# Document Status: Review and Monitoring

## Educational Support Personnel

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

#### Resignation and Retirement<sup>C1</sup>

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.:

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#)

[5 ILCS 430 et seq.](#), State Officials and Employees Ethics Act.

[325 ILCS 5/7.4\(c-10\)](#), Abused and Neglected Child Reporting Act.

[820 ILCS 105/4a](#), Minimum Wage Law.

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

**ADOPTED: March 17, 2022**

## Metamora CCSD 1

---

### PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

## Educational Support Personnel

### **5:310 Compensatory Time-Off**

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#), and (2) are not represented by an exclusive bargaining representative.<sup>C1</sup>

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

#### Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#); [29 C.F.R. Part 553](#).

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

**ADOPTED: March 17, 2022**

**Metamora CCSD 1**

---

**PRESSPlus Comments**

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

## Document Status: Review and Monitoring

### SECTION 6 - INSTRUCTION

## **6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: <sup>C1</sup>

- Parent-teacher conferences
- Counseling services by social workers and/or school counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

Board Member Compensation; Expenses

## 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 School Board. 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. <sup>C1</sup>

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.)

### Actual Expense Report

\*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, *Board Member Compensation; Expenses*.

Auto Travel Allowance: \_\_\_\_\_ per mile

Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other ItemCost	Daily Total
	Miles	Cost			Bkfst   Lunch   Dinner				
<b>Subtotal</b>									
<b>Advances</b>								-	
<b>TOTAL</b> <i>(a negative amount indicates refund due from Board member)</i>								\$	

---

Submitting Board Member's Signature

---

Date

---

Superintendent Signature

---

Date

**School Board Action:**  **Approved**

**Denied**

**Approved in Part**

**Exceeds Maximum Allowable**

**Amount**

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

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

---

---

---

---

**DATED: March 17, 2022**

**Metamora CCSD 1**

---

**PRESSPlus Comments**

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

Board Member Compensation; Expenses

## 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 School Board. **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.***<sup>C1</sup>

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

**\*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.

Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other Item Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner		
<b>Total</b>									<b>\$</b>

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

\_\_\_\_\_  
Date

Superintendent Signature

Date

School Board Action:  **Approved**

**Denied**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATED: March 17, 2022**

**Metamora CCSD 1**

**PRESSPlus Comments**

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

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

#### Board Member Compensation Prohibited<sup>C1</sup>

School Board 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 school board 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, and other training provided by one of the entities described in the above list (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.
  - 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

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.

[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 17, 2022

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:160 Board Attorney**

The School Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. 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.<sup>C1</sup>

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 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 17, 2022**

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

## Document Status: Review and Monitoring

General Personnel

### **5:180 Temporary Illness or Temporary Incapacity**

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.<sup>C1</sup>

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.:

[42 U.S.C. §12101 et seq.](#), Americans with Disabilities Act.

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

*Elder v. School Dist. No. 127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

*School District No. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

**ADOPTED: March 17, 2022**

## Metamora CCSD 1

---

### PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

## SECTION 7 - STUDENTS

### **7:170 Vandalism**

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.<sup>C1</sup>

LEGAL REF.:

740 ILCS 115/, Parental Responsibility Law.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

## Expenses

### **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.*<sup>C1</sup>

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> <i>(A negative amount indicates refund due from employee.)</i>									<b>\$</b>	

**Superintendent or Designee:**    **Approved**       **Denied**  
(below maximum allowable amount)

**Approved in Part**

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

\_\_\_\_\_

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

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Board Action**

(exceeds maximum allowable amount):  **Approved**       **Denied**

**Approved in Part**

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

\_\_\_\_\_

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

\_\_\_\_\_  
Date

**DATED: March 17, 2022**

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 118, April 2025**

Document Status: Review and Monitoring

Expenses

**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.<sup>C1</sup> Please print.*

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

*\*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.*

Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem			Other Item Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner		
<b>Total</b>									<b>\$</b>

**Superintendent or Designee**       **Approved**  **Denied**  
 (below maximum allowable amount):     **Approved in Part**

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

\_\_\_\_\_

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

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Board Action** (*exceeds maximum allowable amount*):  **Approved**  **Denied**

**Approved in Part**

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

\_\_\_\_\_

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

\_\_\_\_\_  
Date

**DATED: March 17, 2022**

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 118, April 2025**

# Document Status: Review and Monitoring

## SECTION 1 - SCHOOL DISTRICT ORGANIZATION

### **1:10 School District Legal Status**

The [Illinois Constitution](#) requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.<sup>C1</sup>

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The School Board constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

[Ill. Constitution, Art. X, Sec. 1.](#)

[105 ILCS 5/10-1 et seq.](#)

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the School Board; Indemnification)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 1 - SCHOOL DISTRICT ORGANIZATION

### **1:20 District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as an Elementary District serving the educational needs of children in grades Pre-K through 8 and others as required by the School Code.<sup>C1</sup>

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements.

LEGAL REF.:

[III. Constitution, Art. VII](#), Sec. 10.

[5 ILCS 220/](#), Intergovernmental Cooperation Act

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 1 - SCHOOL DISTRICT ORGANIZATION

### **1:30 School District Philosophy**

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership aims to empower all students to develop strong self-respect and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.<sup>C1</sup>

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:10 School District Governance**

The District is governed by a School Board consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.<sup>C1</sup>

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[105 ILCS 5/10-1](#), [5/10-10](#), [5/10-12](#), [5/10-16.5](#), [5/10-16.7](#), and [5/10-20.5](#).

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure)

**ADOPTED: March 17, 2022**

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:70 Vacancies on the School Board - Filling Vacancies**

#### Vacancy<sup>C1</sup>

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept statements of interest from District residents who are interested in filling the vacancy. After

reviewing the statements, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

[105 ILCS 5/10-10](#) and [5/10-11](#).

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED: March 17, 2022

### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 115, June 2024**

# Document Status: Review and Monitoring

## Board Member Compensation; Expenses

### **2:125-E3 Resolution to Regulate Expense Reimbursements**

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants school boards other powers that are not inconsistent with their duties;<sup>C1</sup>

WHEREAS, Section 10 of the Local Government Travel Expense Control Act ([50 ILCS 150/](#)) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$10,000 for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation ([50 ILCS 150/10](#) and [20](#));

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists ([50 ILCS 150/10](#) and [15](#));

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board ([50 ILCS 150/15](#));

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$10,000, effective on March 17, 2022, until the

Resolution is rescinded or replaced by the Board.

3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: Robert Fisher, Board President

Attested by: Lisa DeVore, Board Secretary

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 2 - SCHOOL BOARD

### **2:240 Board Policy Development**

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends. <sup>C1</sup>

#### Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

#### Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

#### Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

### Words Importing Gender

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

### Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

### Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5.](#)

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED: March 17, 2022

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 3 - GENERAL SCHOOL ADMINISTRATION

### **3:30 Chain of Command**

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.<sup>C1</sup>

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

**ADOPTED: March 17, 2022**

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 4 - OPERATIONAL SERVICES

### **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 School Board 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.<sup>C1</sup>

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 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 4 - OPERATIONAL SERVICES

### **4:90 Student Activity and Fiduciary Funds**

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.<sup>C1</sup>

#### Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

#### Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

#### LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20, 100.80, and 100.85](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

ADOPTED: March 17, 2022

## Metamora CCSD 1

---

### PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 4 - OPERATIONAL SERVICES

### **4:180 Pandemic Preparedness; Management; and Recovery**

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.<sup>C1</sup>

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

#### Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

#### Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board

meetings by video or audio conference without the physical presence of a quorum.

### Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

### Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to [20 ILCS 3305/7](#), and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of [105 ILCS 5/10-30](#); and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

#### LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.5](#), [5/10-20.56](#), and [5/10-30](#).

[5 ILCS 120/2.01](#) and [120/7\(e\)](#), Open Meetings Act.

[20 ILCS 2305/2\(b\)](#), Ill. Dept. of Public Health Act (Part 1).

[20 ILCS 3305/](#), Ill. Emergency Management Agency Act.

[115 ILCS 5/](#), Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

**ADOPTED: March 17, 2022**

### Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

## Document Status: Review and Monitoring

### Workplace Harassment Prohibited

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

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants school boards other powers that are not inconsistent with their duties;<sup>C1</sup>

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](#)) 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](#)) 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 Metamora CCSD 1, Woodford 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 March, 2022.

Attested by: Robert Fisher, Board President

Attested by: Lisa DeVore, Board Secretary

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## Educational Support Personnel

### **5:270 Employment At-Will, Compensation, and Assignment**

#### Employment At-Will<sup>C1</sup>

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

#### Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

#### Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

#### LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

**ADOPTED: March 17, 2022**

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

## Document Status: Review and Monitoring

### SECTION 7 - STUDENTS

## **7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students**

### Part-Time Attendance<sup>C1</sup>

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

### Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

### Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one credit course from the member school. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

#### Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.:

[105 ILCS 5/10-20.24](#) and [5/14-6.01](#).

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED: September 12, 2024

**Metamora CCSD 1**

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

## Document Status: Review and Monitoring

### SECTION 7 - STUDENTS

#### **7:90 Release During School Hours**

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.<sup>C1</sup>

#### Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

CROSS REF.: 4:170 (Safety)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

#### PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

## Document Status: Review and Monitoring

### SECTION 7 - STUDENTS

#### **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. <sup>C1</sup>

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.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

105 ILCS 20/5, Silent Reflection and Student Prayer Act.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:190 (Student Behavior)

Metamora CCSD 1

---

#### PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 7 - STUDENTS

### **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:<sup>C1</sup>

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, and door-to-door solicitations are discouraged.
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 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

## Document Status: Review and Monitoring

### SECTION 8 - COMMUNITY RELATIONS

#### **8:110 Public Suggestions and Concerns**

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern 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. 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. <sup>C1</sup>

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), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board 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 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

# Document Status: Review and Monitoring

## SECTION 6 - INSTRUCTION

### **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 Ill. State Board of Education (ISBE) 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.<sup>C1</sup>

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 17, 2022

## PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
  - Update the policy language due to changes in local conditions
  - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 120, October 2025**

SECTION 2 - SCHOOL BOARD

## **2:200 Types of School Board Meetings**

### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the Grade School building. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor

in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. [5 ILCS 120/2\(c\)\(1\)](#).

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to [105 ILCS 5/24-24](#), provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4.5\)](#).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
7. The setting of a price for sale or lease of property owned by the public body. [5ILCS 120/2\(c\)\(6\)](#).
8. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5ILCS 120/2\(c\)\(8\)](#).
10. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
11. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the

public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2\(c\)\(11\)](#).

13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

## Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office<sup>Q1</sup> at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

## Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

## Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

## LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[5 ILCS 140/](#), Freedom of Information Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: January 4, 2024

## Questions

- Q1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

### Options

- No (Default)
- Yes (IASB will revise this sentence after "the District's main office" to add "and the location where the meeting is to be held")

# Document Status: Draft Update

## SECTION 2 - SCHOOL BOARD

### **2:220 School Board Meeting Procedure**

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President or Superintendent for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda.<sup>Q1</sup> The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote<sup>Q2</sup> shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

### Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

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

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

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

#### Verbatim Record of Closed Meetings

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

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

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, (3) a family or other emergency, or (4) unexpected childcare obligations, or (5) performance of *active military duty as a service member*.<sup>C1</sup> If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

### No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when

a question arises concerning procedure.

### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#), Open Meetings Act.

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of School Board Meetings), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: January 4, 2024

Metamora CCSD 1

---

PRESSPlus Comments

- C1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/7(a), amended by P.A. 104-438. OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, D.C., a commonwealth, or territory of the U.S. **Issue 121, March 2026**

---

## Questions

Q1. The Board may restrict addition of discussion items suggested by District residents to the agenda to the beginning of a regular meeting and/or upon unanimous approval of those board members present.

Does the Board want to add restrictions regarding addition of discussion items suggested by District residents to the agenda?

**Options**

No (Default)

Yes, restrict to the beginning of a regular meeting. (IASB will add the following sentence: Discussion items suggested by District residents may be added to the agenda at the beginning of a regular meeting.)

Yes, restrict to upon unanimous approval of those board members present. (IASB will add the following sentence: Discussion items suggested by District residents may be added to the agenda upon unanimous approval of those Board members present.)

Yes, restrict to the beginning of a regular meeting upon unanimous approval of those board members present. (IASB will add the following sentence: Discussion items suggested by District residents may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present.)

Q2. Does the Board take a roll call vote on *all* action items?

**Options**

No (Default)

Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

SECTION 2 - SCHOOL BOARD

## **2:260 Uniform Grievance Procedure**

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

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, [775 ILCS 5/](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d et seq.](#); and/or Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy

Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*

16. Employee Credit Privacy Act, [820 ILCS 70/](#)

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

#### Right to Pursue Other Remedies Not Impaired

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

#### Deadlines

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

#### Filing a Complaint

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

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

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

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

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

### Investigation Process

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

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance

with paragraph four of the following section of this policy.

### Decision and Appeal

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

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

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

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

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

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

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

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

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

**Nondiscrimination Coordinator:**

Dr. Benjamin Lee

815 E. Chatham St.,

Metamora, IL 61548

[blee@mgsredbirds.org](mailto:blee@mgsredbirds.org)

(309) 367-2361

**Title IX Coordinator:**

Ben Dirks

815 E. Chatham St.,

Metamora, IL 61548

[bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)

(309) 367-2361

**Complaint Managers:**

Tim Damery

815 E. Chatham St.,

Metamora, IL 61548

[tdamery@mgsredbirds.org](mailto:tdamery@mgsredbirds.org)

(309) 367-2361

Lisa DeVore

815 E. Chatham St.,

Metamora, IL 61548

[ldevore@mgsredbirds.org](mailto:ldevore@mgsredbirds.org)

(309) 367-2361

**LEGAL REF.:**

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

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

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

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

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

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

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

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

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

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

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/22-110, 5/24-4, and 5/27-1, 5/27-23.7, and 45/1-15.<sup>C1</sup>

105 ILCS 45/, Education for Homeless Children Act.

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

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

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

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

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

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: August 7, 2025

#### Metamora CCSD 1

---

## PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

# Document Status: Draft Update

## SECTION 2 - SCHOOL BOARD

### **2:250 Access to District Public Records**

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

#### Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the delegated action that was delegated.

#### Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District. The District's public records do not include junk mail.<sup>C1</sup>

#### Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink.<sup>C2</sup> The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and

copying of a public record to the District's Freedom of Information Officer or designee.

### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; ~~or~~
3. Complying with the request would be unduly burdensome; ~~or~~
4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; or
5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification. <sup>C3</sup>

The Freedom of Information Officer shall respond to record requests according to the time periods described in [5 ILCS 140/3](#).

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

### Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any

person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

### Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

[5 ILCS 140/](#), Illinois Freedom of Information Act.

[50 ILCS 205/](#), Local Records Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11, Personnel Record Review Act.

820 ILCS 130/5, Prevailing Wage Act.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: March 17, 2022

### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**
- C2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**
- C3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

SECTION 4 - OPERATIONAL SERVICES

## **4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors**

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

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

1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
  - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student

- boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
- c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
    - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
    - b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
    - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
  4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.<sup>C1</sup>

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-10159.1a, and 5/27-13.2.<sup>C2</sup>

105 ILCS 110/35/27-215, Critical Health Problems and Comprehensive Health Education Act.

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

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

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

ADOPTED: February 23, 2023

### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**
- C2. The Legal References are updated in response to 105 ILCS 27/1015 and 27/215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

# Document Status: Draft Update

## General Personnel

### **5:30 Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board 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, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. 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.
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*.

#### Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

### 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. <sup>C1</sup>

### 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.:

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

[15 U.S.C. §1681](#) *et seq.*, Fair Credit Reporting Act.

[42 U.S.C. §12112](#), Americans with Disabilities Act; [29 C.F.R. Part 1630](#).

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/10-22.34](#), [5/10-22.34b](#), [5/21B-10](#), [5/21B-80](#), [5/21B-85](#), [5/22-6.5](#), [5/22-94](#), 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.

[820 ILCS 112/](#), Equal Pay Act of 2003.

*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 (Ill. 1987).

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: January 4, 2024

#### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion. **Issue 121, March 2026**

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

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

An employee is *on call* when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the District or another location previously designated by the District.<sup>C1</sup> All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, 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 specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to

reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

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

As a condition of employment, each employee shall:

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

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

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.

4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.
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* has the meaning provided in [105 ILCS 5/10-20.5b](#).

*Cannabis* has the meaning provided in the CRTA, [410 ILCS 705/1-10](#).

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

#### District Action Upon Violation of Policy

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

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

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify

the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### Disclaimer

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

#### LEGAL REF.:

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

[21 U.S.C. §812](#); [21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act.

[41 U.S.C. §8101 et seq.](#), Drug-Free Workplace Act of 1988.

[42 U.S.C. §12114](#), Americans With Disabilities Act.

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[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.

[23 Ill.Admin.Code §22.20](#).

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

ADOPTED: March 17, 2022

## PRESSPlus Comments

- C1. 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. **Issue 121, March 2026**

## Document Status: Draft Update

### Professional Personnel

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

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

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Leaves for Service in the Military

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

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

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

### Family 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 family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an

employee's child, stepchild, spouse,<sup>C1</sup> domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

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

#### Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

#### 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.

#### Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

#### 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, Gender Violence, or Other Crime of Violence

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

The Victims' Economic Security and Safety Act (VESSA) 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, and subject to any exceptions in VESSA, 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, Trustee, or Representative 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) up to 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](#), (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](#), and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with [105 ILCS 5/24-3.5](#).

#### COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

#### Family Neonatal Intensive Care Leave<sup>C2</sup>

An unpaid leave from work is available to any staff member whose child<sup>C3</sup> is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a

patient in a NICU. <sup>Q1</sup> The District may require reasonable verification of the employee's  
child's length of stay in a NICU. <sup>C4</sup>

LEGAL REF.:

[105 ILCS 5/10-20.83](#), [5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[10 ILCS 5/13-2.5](#), Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Family Bereavement Leave Act.

[820 ILCS 156/](#), Child Extended Bereavement Leave Act.

[820 ILCS 157/](#), Family Neonatal Intensive Care Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

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

ADOPTED: January 4, 2024

Metamora CCSD 1

---

## PRESSPlus Comments

C1. Updated for continuous improvement. A covered family member includes a spouse under [105 ILCS 154/5](#). **Issue 121, March 2026**

- C2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers. **Issue 121, March 2026**
- C3. *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. **Issue 121, March 2026**
- C4. An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification. **Issue 121, March 2026**
- 

## Questions

Q1. A district that employs 50 or fewer employees may substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU." 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

### Options

- 51 or more full- or part-time employees. (Default)
- 50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.")

# Document Status: Draft Update

## Educational Support Personnel

### **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, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

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

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

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

Vacation

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

<u>Length of Employment</u>		<u>Earned Per 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 legal school 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                         |
| Juneteenth National Freedom Day   | 2024 General Election Day, when      |
| Independence Day                  | <u>required by law</u> <sup>C1</sup> |
|                                   | Thanksgiving Day                     |
|                                   | Christmas 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 Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

## 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. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.
9. Family Neonatal Intensive Care Leave.<sup>C2</sup>

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/10-20.83](#), [5/24-2](#), [5/24-6](#), and [5/24-6.3](#).

[10 ILCS 5/13-2.5](#), Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147](#), School Visitation Rights Act.

[820 ILCS 154/](#), Family Bereavement Leave Act.

[820 ILCS 156/](#), Child Extended Bereavement Leave Act.

[820 ILCS 157/](#), Family Neonatal Intensive Care 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)

ADOPTED: January 4, 2024

## PRESSPlus Comments

- C1. The General Assembly passed legislation adding General Election Day as a school holiday for 2020, 2022, and 2024. Language referring to a General Election holiday when required by law is maintained in this policy should this practice continue. **Issue 121, March 2026**
  
- C2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. See policy 5:250, *Leaves of Absence*, for important information about this leave. **Issue 121, March 2026**

SECTION 6 - INSTRUCTION

## 6:65 Student Social and Emotional Development

Social and Emotional Learning<sup>C1</sup> (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

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

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

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

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing staff professional development and training support to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include

establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.

5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Avenues to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

Children's Mental Health Act, 405 ILCS 49/, Children's Mental Health Act.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: February 23, 2023

Metamora CCSD 1

---

## PRESSPlus Comments

C1. Updated throughout for continuous improvement. **Issue 121, March 2026**

## Document Status: Draft Update

### SECTION 6 - INSTRUCTION

## **6:100 Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

### Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

105 ILCS 5/2-3.122 and, 5/27-~~265~~14, and 112/.<sup>C1</sup>

105 ILCS 5/112, Dissection Alternatives Act.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: March 17, 2022

## PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

SECTION 6 - INSTRUCTION

## **6:145 Migrant Students**

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children students <sup>C1</sup> with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
  - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
  - b. Professional development programs, including mentoring, for District staff,
  - c. Family literacy programs, and
  - d. The integration of information technology into educational and related programs.
  - e. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

### Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

[20 U.S.C. §6318](#).

[20 U.S.C. §6391](#) *et seq.*, Education of Migratory Children.

[34 C.F.R. §200.81](#) *et seq.*

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

- C1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

SECTION 6 - INSTRUCTION

## 6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts plans.<sup>C1</sup>

#### District-Level Parent and Family Engagement Plan Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Plan Compact (District Plan) according to Title I requirements. This District Plan-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the District Plan Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### School-Level Parent and Family Engagement Plan Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Plan Compact (School Plan) according to Title I requirements. This School Plan-Level Parent and Family Engagement Compact shall contain: (1) a

process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Plan Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Plan Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

PRESSPlus Comments

- C1. To comply with the Elementary and Secondary Education Act (ESEA), a board must incorporate by reference the district's exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. These exhibits, which have both been renamed to more closely align with federal statutes and guidance and terminology used by ISBE, contain all legally required components and are compatible with sample templates contained in the U.S. Dept. of Education's non-regulatory guidance titled Parent and Family Engagement (2025), at: [www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf](http://www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf).

Districts receiving a Title I, Part A allocation that are required to submit proof of parent and family engagement (PFE) compliance to the Ill. State Board of Education (ISBE) as part of their FY 2027 Consolidated District Plan (CDP) will need to submit this adopted policy and both exhibits 6:170-AP1, E1 and 6:170-AP1, E2. **Please note that the plans must be customized to reflect the district's actual Title I parent and family engagement activities.** At the end of March, ISBE will offer a recorded webinar on CDPs that will include additional information on Title I requirements. **Issue 121, March 2026**

SECTION 6 - INSTRUCTION

## **6:180 Extended Instructional Programs**

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before- and after-school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.

LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-255, 5/27-90522.1, 5/27-103522.3, and 5/27-105023.6.<sup>C1</sup>

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 433/, Vocational Academies Act.

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-255, added by P.A. 104-391, replacing, in part, 105 ILCS 110/3, and in response to P.A. 104-391, renumbering and reorganizing various provisions throughout 105 ILCS 5/27. **Issue 121, March 2026**

SECTION 7 - STUDENTS

**7:20 Harassment of Students Prohibited**

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure. The

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

**Nondiscrimination Coordinator:**

**Title IX Coordinator:**

Dr. Benjamin Lee

Ben Dirks

815 E. Chatham St.,

815 E. Chatham St.,

Metamora, IL 61548

Metamora, IL 61548

[blee@mgsredbirds.org](mailto:blee@mgsredbirds.org)

[bdirks@mgsredbirds.org](mailto:bdirks@mgsredbirds.org)

(309) 367-2361

(309) 367-2361

**Complaint Managers:**

Tim Damery

Lisa DeVore

815 E. Chatham St.,

815 E. Chatham St.,

Metamora, IL 61548

Metamora, IL 61548

[tdamery@mgsredbirds.org](mailto:tdamery@mgsredbirds.org)

[ldevore@mgsredbirds.org](mailto:ldevore@mgsredbirds.org)

(309) 367-2361

(309) 367-2361

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

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

### Investigation Process

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

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

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

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

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

### Retaliation Prohibited

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

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### LEGAL REF.:

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

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

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1, and 5/27-23.7.<sup>C1</sup>

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

*Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999).

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

*Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998).

*West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED: August 7, 2025

#### Metamora CCSD 1

---

## PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS

## **7:50 School Admissions and Student Transfers To and From Non-District Schools**

### Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately

report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### Homeless Children

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

### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

### Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### LEGAL REF.:

[8 U.S.C. §1101](#) *et seq.*, Illegal Immigrant and Immigrant Responsibility Act of 1996.

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

20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2, and 5/27-8.1.<sup>C1</sup>

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: February 23, 2023

**Metamora CCSD 1**

---

## PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS

## 7:185 Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment, in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report

them to any of the following individuals:

- a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
  4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
  5. Notifies students and parents/guardians of this policy.

Incorporated

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

LEGAL REF.:

105 ILCS 5/27-240110/3.10.<sup>C1</sup>

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

ADOPTED: August 7, 2025

Metamora CCSD 1

---

## PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS

## **7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

### Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.

5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending

school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches, who provides eye examinations, or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/27-8.122-105 and <sup>C1</sup>

105 ILCS 45/1-20, Education for Homeless Children Act.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

410 ILCS 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers to and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: January 9, 2025

#### Metamora CCSD 1

---

## PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS

## **7:240 Conduct Code for Participants in Extracurricular Activities**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

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

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038<sup>C1</sup>594 U.S. 180 (2021).

*Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls*, 536 U.S. 822 (2002).

*Vernonia Sch. Dist. 475 v. Acton*, 515 U.S. 646 (1995).

*Clements v. Bd. of Educ. of Decatur*, 133 Ill.App.3d 531 (4th Dist. 1985).

*Kevin Jordan v. O'Fallon THSD 203*, 302 Ill.App.3d 1070 (5th Dist. 1999).

*Todd v. Rush County Schs.*, 133 F.3d 984 (7th Cir. 1998).

105 ILCS 5/24-24, and 5/27-255(d)23.3, and 25/2.

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

**ADOPTED: March 17, 2022**

## Metamora CCSD 1

---

### PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-255(d), renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

SECTION 7 - STUDENTS

## **7:260 Exemption from Physical Education**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LEGAL REF.:

105 ILCS 5/27-7106.<sup>C1</sup>

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

ADOPTED: March 17, 2022

Metamora CCSD 1

---

## PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS

## 7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance<sup>C1</sup> policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan policy.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, and 5/22-80, and 25/2.<sup>C2</sup>

23 III.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: August 7, 2025

Metamora CCSD 1

---

PRESSPlus Comments

- C1. Updated throughout for continuous improvement. **Issue 121, March 2026**
- C2. The Legal References are updated. **Issue 121, March 2026**

SECTION 8 - COMMUNITY RELATIONS

## 8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's school. While parent organizations and booster clubs have no administrative authority and cannot determine District Board<sup>C1</sup> policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, the District school's name, or the District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances and operate under the school's authority.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time

does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: March 17, 2022

#### Metamora CCSD 1

---

### PRESSPlus Comments

- C1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

J. Accept the Bid from Pro Source of Peoria for Cafeteria Floor Project and Installation with a Total Cost of \$54,470

383



# PROSOURCE OF PEORIA

7718 N Harker DR PEORIA IL 61615  
309-204-4368

**Quote Number: ES600551**  
**PO Number: METAMORA GRADE SCHOOL**

**Date: March 23, 2026**  
**Salesperson: PARIS MYERS**

**Sold To:**  
JENNIFER SARVER  
123 MAIN ST  
PEORIA, IL 61615 County PEORIA  
3093672361  
jsarver@mgsredbirds.org

**Ship To:**

Item	Qty	Unit Price	Amount
FREIGHT	1 EA	\$75.00	\$75.00
MISCELLANEOUS: MISC 6.35 sqft	384 EA	\$6.35	\$2,438.40
Nora Noraplan Convia Carmine Red (2rolls)			
MISCELLANEOUS: MISC	14 EA	\$58.00	\$812.00
tube of Nora Noraplan Convia cold weld. (joint sealer) (50-60linear ft per tube)			
MISCELLANEOUS: MISC	4 EA	\$345.00	\$1,380.00
4 gallons of the Nora Noraplan Convia adhesive			
MISCELLANEOUS: MISC	940 EA	\$6.35	\$5,969.00
Nora Noraplan Convia Basalt (5 Rolls)			
MISCELLANEOUS: MISC	1,285 EA	\$6.35	\$8,159.75
Nora Noraplan Convia lava rock (7 rolls)			
MISCELLANEOUS: MISC	1 EA	\$49.00	\$49.00
Johnsonite CTA-XX-HT 15ft			
MISCELLANEOUS: MISC	1 EA	\$70.00	\$70.00
johnsonite CTA-XX-Z 15ft			
ROPPE VINLY 156 GLUE DOWN REDUCER 5/16 X 12 FT: CHARCOAL	24 SF	\$1.32	\$31.68
MAPEI PLANIPATCH PATCHING 25 LBS: PATCHING	6 EA	\$26.90	\$161.40
MAPEI ULTRAPLAN EASY 50 LBS: SELF LEVELING	6 EA	\$65.06	\$390.36
MAPEI PRIMER SN PART B .83 GALLON: PRIMER	5 EA	\$92.00	\$460.00

<b>Material:</b>	<b>\$19,921.59</b>
<b>Services:</b>	<b>\$75.00</b>
<b>Sales Tax:</b>	<b>\$1,792.94</b>
<b>Quote Total:</b>	<b>\$21,789.53</b>

Metamora  
Grade School

Ben Lee &lt;blee@mgsredbirds.org&gt;

**Fwd: Noraplan convia resilient flooring installation quote (Metamora Grade School)**

Jennifer Sarver &lt;jsarver@mgsredbirds.org&gt;

Mon, May 4, 2026 at 7:36 AM

To: Ben Lee &lt;blee@mgsredbirds.org&gt;

Yikes! Here is the labor quote.....

----- Forwarded message -----

From: Daniel Martinez &lt;opulentflooringllc@gmail.com&gt;

Date: Mon, May 4, 2026 at 5:38 AM

Subject: Noraplan convia resilient flooring installation quote (Metamora Grade School)

To: Jennifer Sarver &lt;jsarver@mgsredbirds.org&gt;

Good morning

It was a pleasure discussing your upcoming flooring project. Based on our assessment of the site and the specific requirements for the space, please find the itemized estimate below for the removal of existing materials and the installation of Noraplan convia resilient flooring system.

**Project Estimate: Flooring Installation**

	\$850.00
<b>Freight &amp; Logistics: Secure transport, off-loading, and inside delivery of Noraplan materials to the project site, includes haul away of all debris.</b>	
<b>Demolition &amp; Preparation: Remove existing material and scrape all residual glue</b>	\$5,700.00
<b>Subfloor Repair: Patch/self level low spots in subfloor</b>	\$4,320.00
<b>Priming: Prime subfloor for maximum patch/leveler adhesion</b>	\$1,710.00
<b>Flooring Installation: Noraplan Conviva Resilient Flooring installation</b>	\$18,240.00
<b>Sealing: Seam seal all seams</b>	\$1,680.00
<b>Transitions: Transition installation</b>	\$180.00
<b>TOTAL PROJECT ESTIMATE</b>	<b>\$32,680.00</b>

**Project Scope Details**

- **Surface Prep:** We prioritize a high-quality substrate. This includes comprehensive removal of old adhesives and leveling of the subfloor to ensure the longevity of the new installation.
- **Material:** The quote includes the professional installation of **Noraplan Convia resilient flooring**, known for its durability and performance.
- **Finishing:** All seams will be professionally sealed to provide a moisture-resistant, seamless finish.

**Terms and Conditions:**

- Pricing and terms outlined in this proposal are guaranteed for 90 calendar days.
- A 50% down payment of \$16,340.00 is due upon the formal scheduling of the installation. This payment ensures your placement in our production queue.

Please let me know if you have any questions regarding these line items or if you would like to move forward with scheduling. We look forward to the possibility of working with you.

Best regards,

K. Approve the Engagement Letter for Gorenz & Associates to Complete District Audit for 2026-2027 Fiscal Year

386

# ***Gorenz and Associates, Ltd.***

***Certified Public Accountants***

---

*Russell J. Rumbold II, CPA*  
*Cory S. Cowan, CPA*

*Jason A. Hobulin, CPA*  
*Kyle P. Hendrickson, CPA*

May 1, 2026

Board of Education  
Metamora Community Consolidated Grade School District No. 1  
815 East Chatham  
Metamora, IL 61548

We are pleased to confirm our understanding of the services we are to provide Metamora Community Consolidated Grade School District No. 1 (the District) for the year ended June 30, 2026.

## **Audit Scope and Objectives**

We will audit the Statement of Assets and Liabilities Arising from Cash Transactions of each fund and each account group as of June 30, 2026, and the related Statements of Revenues Received, Expenditures Disbursed, Other Sources (Uses) and Changes in Fund Balance (all funds), Revenues Received (all funds), Expenditures Disbursed Budget to Actual for each budgeted fund for the year then ended, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2026.

We have also been engaged to report on supplementary information that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the basic financial statements:

1. Schedule of Ad Valorem Tax Receipts
2. Schedule of Short-Term Debt/Long-Term Debt
3. Schedule of Restricted Local Tax Levies and Selected Revenue Sources/  
Schedule of Tort Immunity Expenditures
4. CARES CRRSA ARP Schedule
5. Schedule of Revenue Received, Expenditures Disbursed, Other  
Sources (Uses) and Changes in Fund Balance Before Advanced Taxes, if applicable
6. Schedule of Bonded Indebtedness, if applicable
7. Schedule of Taxes Extended and Collected

We will provide an opinion on the Illinois Grant Accountability and Transparency Consolidated Year-End Financial Report (CYEFR), in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. This other information will not be audited and we will not express an opinion or provide any assurance on it:

1. Table of Contents
2. Auditor's Questionnaire and Comments Applicable to the Auditor's Questionnaire
3. Financial Profile Information
4. Estimated Financial Profile Summary
5. Schedule of Capital Outlay and Depreciation

**Audit Scope and Objectives (cont'd)**

6. Estimated Operating Expense per Pupil (OEPP)/Per Capita Tuition Charge (PCTC) Computations
7. Current Year Payment on Contracts for Indirect Cost Rate Computation
8. Estimated Indirect Cost Data
9. Report on Shared Services or Outsourcing
10. Limitation of Administrative Costs Worksheet
11. Itemization Schedule
12. Reference Page
13. Notes, Opinion Letters, etc.
14. Deficit Annual Financial (AFR) Summary Information
15. Audit Checklist/Balancing Schedule
16. Single Audit and GATA Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Part 100 of 23 Illinois Administrative Code Subtitle A Subchapter c, and will include tests of your accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

**Auditor's Responsibilities for the Audit of the Financial Statements (cont'd)**

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning (planning has not concluded and modifications may be made):

- Management override of controls
- Improper revenue recognition presumed under AU-C 240.26

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

**Audit Procedures – Internal Controls**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting, with the oversight of those charged with governance, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting. Those disclosures will include (a) a description of the regulatory basis of accounting, including a summary of significant accounting policies, and how the regulatory basis of accounting, which follows the modified cash basis of accounting, differs from GAAP; (b) informative disclosures similar to those required by GAAP; and (c) additional disclosures beyond those specifically required that may be necessary for the basic financial statements to achieve fair presentation.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

**Responsibilities of Management for the Financial Statements (cont'd)**

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting as prescribed by ISBE, which follows the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited basic financial statements, including basic financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Other Services**

We will also provide the following nonaudit services based on information provided by you:

1. Assist in preparing the basic financial statements (Annual Financial Report) and related notes and schedules
2. Assist in preparing depreciation schedules
3. Assist in preparing the Consolidated Year-End Financial Report (CYEFR)
4. Assist in preparing the Workers' Compensation Self-Insurance Trust Payroll Report

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with nonaudit services and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them and the other nonaudit services. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gorenz and Associates, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Illinois State Board of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gorenz and Associates, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Illinois State Board of Education. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

In the interest of facilitating our services to your District, we may communicate by facsimile transmission, by sending electronic mail over the Internet, or use of electronic Internet portals. Such communications may include information that is confidential to your District. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, we have no control over the unauthorized interception of these communications once they have been sent.

We expect to begin our audit at a mutually agreed upon time in July or August 2026 and to issue our reports within the regulatory required filing dates. Jason Hohulin, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$16,740**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. The above fee is under the assumption that the District does not require a Single Audit. If it is determined that the District has expended over \$750,000 of federal awards during the year, requiring a Single Audit, then a new engagement letter will be required with fees adjusted accordingly.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report is available on our website.

**Engagement Administration, Fees, and Other (cont'd.)**

If the information you provide is not submitted in a timely manner or is incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem. If this occurs, we will contact your representative to discuss the matter and the anticipated delay in performing our services.

We reserve the right to suspend or terminate our work. If we elect to suspend or terminate our services, our engagement will be deemed to have been completed upon written notification, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of suspension or termination. You agree that we will not be responsible for your failure to meet entity and other deadlines, or for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

We reserve the right to withdraw from this engagement without completing the audit if you fail to comply with the terms of this engagement letter. If any portion of this agreement is deemed invalid or unenforceable, the finding shall not operate to invalidate the remainder of the terms set forth in this engagement letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

As an attest client, Gorenz and Associates, Ltd. cannot store your documents, data, or records on your behalf because doing so will impair Gorenz and Associates, Ltd.'s independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the *AICPA Code of Professional Conduct*. The District is solely responsible for maintaining its own data and records.

Gorenz and Associates, Ltd. does not host any of the District's information. The portal is used solely as a method of transmitting and transferring data and is not intended to store the District's information. Upon conclusion of the engagement, Gorenz and Associates, Ltd. will provide the District with a copy of the deliverables and relevant data from the portal relating to the engagement in a mutually agreed-upon format. The District is solely responsible for downloading any deliverables and other records from the portal that the District wishes to retain for its own records at the completion of the engagement.

The data and deliverables and other records will either be removed from the portal or otherwise become unavailable to the District after one year from the delivery of the final audit report.

**Reporting**

We will issue a written report upon completion of our audit of the District's financial statements, which will also address other information in accordance with *AU-C 720, The Auditor's Responsibilities Relating to Other Information Included in Annual Reports*. Our report will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The basic financial statements of the District are presented and prepared on forms or in a format specified by the Illinois State Board of Education (ISBE). In addition, the basic financial statements are prepared on the modified cash basis, which is another comprehensive basis of accounting. Accordingly, our opinion will be limited to an expression of opinion as to the fairness with which the basic financial statements present assets, liabilities, and fund balances arising from cash transactions and the related statements of revenue received and expenditures disbursed. Such statements do not purport to present financial position or results of operations in conformity with generally accepted accounting principles.

**Reporting (cont'd)**

Since the District has elected to use the regulatory basis of accounting prescribed by ISBE, which follows the modified cash basis of accounting, and is a restricted use report and may be used by others, we expect the opinion on your basic financial statements to read as follows:

**Unmodified Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities arising from cash transactions of each fund and account group of the District as of June 30, 2026, and each funds' respective revenues received, expenditures disbursed, other sources (uses) and changes in fund balances, revenues received, and expenditures disbursed -budget to actual, for the year then ended in accordance with the financial reporting provisions of the Illinois State Board of Education as described in Note #1.

**Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" section of our report, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the District as of June 30, 2026, or changes in net position or cash flows thereof for the year then ended.

**Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note #1, the financial statements are prepared by the District on the basis of the financial reporting provisions of the Illinois State Board of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Illinois State Board of Education. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note #1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Reporting (cont'd)**

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Gorenz and Associates, Ltd.*

Gorenz and Associates, Ltd.  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Metamora Community Consolidated Grade School District No. 1.

By \_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

Date \_\_\_\_\_

- L. Approve Insurance Renewal as Presented for General Liability, Auto, School Board Legal and Umbrella, Cyber and Workman's Comp.

# METAMORA CCSD #1

## RENEWAL COMPARISON SUMMARY

Effective Date 07/01/2026 <b>UNLAND</b> INSURANCE & BENEFITS	EXPIRING SELECTIVE   ACCIDENT FUND	RENEWAL QUOTE SELECTIVE   ACCIDENT FUND
<b>PACKAGE</b> <small>Selective</small>	<b>\$35,243</b>	<b>\$37,645</b>
<b>ABUSE &amp; MOLESTATION</b> <small>Selective</small>	Included	Included
<b>SCHOOL BOARD LEGAL</b> <small>Selective</small>	Included	Included
<b>AUTO</b> <small>Selective</small>	<b>\$6,937</b>	<b>\$7,406</b>
<b>UMBRELLA</b>	<b>\$9,097</b>	<b>\$9,502</b>
<b>WORKERS COMP</b> <small>Accident Fund</small>	<b>\$39,371</b>	<b>\$46,409</b>
<b>CYBER</b> <small>CFC/Lloyds of London</small>	<b>\$5,017</b>	<b>\$6,290</b>
<b>TREASURER'S BOND</b> <small>Liberty Mutual Surety</small>	<b>\$1,500</b>	<b>\$1,500</b>
<b>TOTAL</b>	<b>\$97,165</b>	<b>\$108,752</b>
<b>NOTES:</b>	<b>PROPERTY</b>	<b>PROPERTY</b>
<b>3 YEAR LOSS RATIO SUMMARY:</b> As of 03/04/26 PACKAGE = 0% AUTO = 90% WORKERS COMP = 27% <b>TOTAL = 19%</b>	Blanket Limit = <b>\$26,865,758</b> 100% Coinsurance Valuation Deductible - \$5,000	Blanket Limit = <b>\$28,774,045 (+7%)</b> 100% Coinsurance Valuation Deductible - \$5,000
All policies include Terrorism where applicable Flood & EQ - Declined in 2022	<b>COMPUTER   EDP   EQUIP</b> Copiers = \$115,000 Telecommunication Equip = \$450,000 Scheduled Contractor's Equipment = \$13,150	<b>COMPUTER   EDP   EQUIP</b> Copiers - moved to BPP at renewal Telecommunication Equip - moved to BPP at renewal Scheduled Contractor's Equipment = \$13,150
<b>CONTRACTOR EQUIPMENT SCHEDULE</b> BUSH HOG MOWER \$7,400 WEED EATER \$400 MTD PUSH MOWER \$150 SNOW BLOWER \$600 104585 JOHN DEERE GATOR 4X2 2004 \$4600	<b>CRIME</b> Employee Theft = <b>\$50,000</b> Theft of Money/Securities = <b>\$25,000</b> Outside the premises = <b>\$25,000</b> Computer and Funds Transfer Fraud = \$25,000	<b>CRIME</b> Employee Theft = <b>\$50,000</b> Theft of Money/Securities = <b>\$25,000</b> Outside the premises = <b>\$25,000</b> Computer and Funds Transfer Fraud = \$25,000
<b>2026 BOND RENEWALS PENDING</b> <b>TREASURERS BOND (07-01-XX)</b> Sarah Johnson Limit = <b>\$1,500,000</b> <b>WORKING CASH BOND (04-11-XX)</b> Sarah Johnson Limit = <b>\$850,000</b>	<b>INLAND MARINE</b> Contractor's Equip Limit \$13,150 Deductible \$500 Misc. Equipment = \$565,000 (copiers/tele) Computer Hardware/Software - \$610,000	<b>INLAND MARINE</b> Contractor's Equip Limit \$13,150 Deductible \$500 Misc. Equipment = \$565,000 (copiers/tele) Computer Hardware/Software - \$750,000 <b>(+23%)</b>
<b>ACCIDENT FUND DIVIDEND PROGRAM</b> With 5% up-front savings 2022-2023 - Paid in 2024 = <b>\$411.93</b> 2023-2024 - Paid in 2025 = <b>\$3425.84</b>	<b>GENERAL LIABILITY</b> Limit - \$1,000,000 Occ   \$2,000,000 Agg Students K-8 = 815 Faculty = 55 Includes Employee Benefits Program	<b>GENERAL LIABILITY</b> Limit - \$1,000,000 Occ   \$2,000,000 Agg Students K-8 = 790 <b>(-3%)</b> Faculty = 56 Includes Employee Benefits Program
	<b>ABUSE &amp; MOLESTATION</b> Limit - \$1,000,000   Ded = None <b>SCHOOL BOARD LEGAL and EPLI</b> Limit - \$1,000,000   Ded - \$2,500 Non-Monetary Damage Limit - \$100,000	<b>ABUSE &amp; MOLESTATION</b> Limit - \$1,000,000   Ded = None <b>SCHOOL BOARD LEGAL and EPLI</b> Limit - \$1,000,000   Ded - \$2,500 Non-Monetary Damage Limit - \$100,000
	<b>AUTO</b> Limit - \$2,000,000 Ded: Comp - \$250   Coll - \$1,000 # of Vehicles - 12	<b>AUTO</b> Limit - \$2,000,000 Ded: Comp - \$250   Coll - \$1,000 # of Vehicles - 12
	<b>WORKERS COMPENSATION</b> <b>WC Payrolls:</b> 8868 Professional & Clerical = 4,107,521 7380 Drivers = 316,725 9101 All Other Employees = 457,952 NCCI Experience Mod Factor: <b>.76</b>	<b>WORKERS COMPENSATION</b> <b>WC Payrolls:</b> 8868 Professional & Clerical = 4,365,105 <b>(+3%)</b> 7380 Drivers = 316,455 <b>(~0%)</b> 9101 All Other Employees = 476,019 <b>(+3%)</b> <b>NCCI Experience Mod Factor: .97 (+27%)</b>
	<b>UMBRELLA</b> Limit - \$5,000,000 Abuse Sub-Limit - \$2,000,000	<b>UMBRELLA</b> Limit - \$5,000,000 Abuse Sub-Limit - \$2,000,000
	<b>CYBER</b> Limit - \$1,000,000 Deductible - \$5,000 Revenues = \$10,441,478	<b>CYBER</b> Limit - \$1,000,000 Deductible - \$5,000 Revenues = \$11,793,431 <b>(+13%)</b>

# METAMORA CCSD #1

## ACCOUNT ANALYSIS SUMMARY - 4 YEAR VIEW

Calculated as of: 3/4/2026	7/1/2022 7/1/2023	7/1/2023 7/1/2024	7/1/2024 7/1/2025	7/1/2025 7/1/2026	4-Year Totals
<b>PACKAGE</b>	Selective	Selective	Selective	Selective	
Premium	\$27,002	\$29,443	\$33,197	\$35,306	\$124,948
Losses	\$0	\$0	\$0	\$0	\$0
Loss Ratio	0%	0%	0%	0%	0%
<b>AUTO</b>	Selective	Selective	Selective	Selective	
Premium	\$6,141	\$7,638	\$5,916	\$6,802	\$26,497
Losses	\$0	\$18,815	\$0	\$4,966	\$23,781
Loss Ratio	0%	246%	0%	73%	90%
<b>WORK COMP</b>	Accident Fund	Accident Fund	Accident Fund	Accident Fund	
Premium	\$41,193	\$42,823	\$41,500	\$38,946	\$164,462
Losses	\$0	\$0	\$39,436	\$5,050	\$44,486
Loss Ratio	0%	0%	95%	13%	27%
<b>UMBRELLA</b>	Selective	Selective	Selective	Selective	
Premium	\$6,474	\$7,022	\$8,209	\$9,097	\$30,802
Losses	\$0	\$0	\$0	\$0	\$0
Loss Ratio	0%	0%	0%	0%	0%
<b>CYBER</b>	CFC   Lloyd's of London	CFC   Lloyd's of London	CFC   Lloyd's of London	CFC   Lloyd's of London	
Premium	\$3,578	\$3,996	\$3,996	\$5,017	\$16,587
Losses	\$0	\$0	\$0	\$0	\$0
Loss Ratio	0%	0%	0%	0%	0%
<b>TOTALS</b>					
Premium	\$84,388	\$90,922	\$92,818	\$95,168	\$363,296
Losses	\$0	\$18,815	\$39,436	\$10,016	\$68,267
Loss Ratio	0%	21%	42%	11%	19%
<b>CLAIMS SUMMARY</b>		<u>Auto Claim:</u> DOL: 2.15.24 Hit Parked Car Paid: \$3,582  <u>Auto Claim:</u> DOL: 10.3.23 Hit Fixed Object Paid: \$ 15,234	<u>WC Claim:OPEN</u> DOL: 3.17.25 Hit by Car/Hip/Back Reserve: \$28,493 Paid: \$9,893 <b>TOTAL: \$38,387</b>  <u>WC Claim:</u> DOL: 3.17.25 Contusion/Tripped on bus Paid: \$ 1,049	<u>Auto Claim:</u> DOL: 9.24.25 Hit Parked Car Paid: \$ 4,966  <u>WC Claim:OPEN</u> DOL: 12.9.25 Fell on Bleacher/Contusions Reserves: \$ 5050	

9 **Executive Session**

- A. 5ILCS 120/2 (c) (1) The appointment, compensation, discipline, performance, or dismissal of specific employees of the District or legal testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
- B. 5ILCS (c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- C. 5ILCS 12/2 (c) (14) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06 5ILCS 12/2 (c) (21)

10 **Action Taken after the Executive Session Meeting**

- A. Approve Non-Teacher Pay Increases as Listed

11 Adjournment