METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 1
REGULAR BOARD OF EDUCATION MEETING AGENDA
Metamora Grade School
Thursday, November 12, 2026, 7:00 PM

1 Call to Order
2 Roll Call
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 Acknowledgement of Cards and Letters
6 **Consent Agenda**
A. Minutes 2

METAMORA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #1
Regular Board of Education Meeting
Metamora Grade School
Thursday, October 8, 2026 7:00 p.m.
MINUTES

ATTENDEES

The meeting was called to order at 7:00pm. Those in attendance: Dana Smith, Trent Yoder, Matt Wilkerson, Dave Gleissner, Mary Schierer, Jared Frye, Dr. Ben Lee, Tim Damery, Ben Dirks, Kim Phillips, Marsha Brown, Megan Huss.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Motion by Dana Smith, second by Dave Gleissner, motion passed 6-0.

INFORMATIONAL ITEMS

Dr. Lee highlighted a pacing chart indicating which funds spent ahead of the fiscal-year percentage completed.Transportation fund is already over 100%, signaling a significant shortfall.

In the Principal reports, SAEBRS (social, academic, emotional, behavioral rating scale) screener was used K–8 (teachers complete lower grades; students begin self-reporting around 4th grade) to flag social, academic, and behavioral needs. The State will require a universal mental health screener for grades 3–12 next year; districts may use the state-provided tool or an approved alternative (parents may opt out).

The first early dismissal day saw the celebration of fall athletics and clubs including the State Champion softball team. Student athletic highlight: Avery Brattvet set two state records (most strikeouts in a single state tournament game and most strikeouts in the tournament). Students met with their peer buddies from different grade levels that morning as well. In the afternoon portion of the School Improvement Day, the Building Learning Team reviewed the station-rotation model and surveyed teachers on implementation. Teachers reported improved individualized instruction and students most value the teacher station (smaller setting, reduced performance pressure).Challenges included lesson planning time and managing behavior/disruption during stations — noted as solvable with practice and strategy refinement. We will continue refining station lessons and classroom management strategies.

Recent community events included Special Persons Week and Family Literacy Night with strong family turnout and successful book fair sales.

Dr. Lee provided an overview of a small, strengths-based pilot that will train in-house coaches to meet weekly/biweekly with students for approximately 20 minutes using a Strengths Explorer assessment. Effectiveness will be measured by pre/post surveys for students and parents. Pilot intended to be scalable if interest grows. The focus is on building students' self-awareness of their own talents and how to use them to develop strengths.

The school resource officer has been integrated into daily routines: individual check-ins, small groups, lunchtime presence, recess/lunch supervision, parking/traffic monitoring, and perimeter rounds. He has participated in behavior threat assessment meetings and supported parent/staff interactions when police-related matters arise. He will continue proactive rounds and perimeter safety checks and reflect on the most purposeful activities for any remaining unstructured time.

ACTION ITEMS

The Board approved the following: 8th-grade graduation set for 7:00 PM on May 19, 2027.

Motion to adjourn by Dana Smith, second by Dave Gleissner, motion passed by voice vote at 7:27 p.m.

_____ _____

Dana Smith, President Mary Schierer, Secretary

B. Bills and Payroll 5

METAMORA CCSD #1
815 E CHATHAM ST
METAMORA, IL 61548

Bills: November 2026
Payroll: October 2026

Bills November	$1,572,916.07
10/15/2026 Payroll	$205,040.48
10/15/2026 Liabilities	$132,989.71
10/30/2026 Payroll	$150,117.72
10/30/2026 Liabilities	$96,345.35
Total Bills and Payroll	**$2,157,409.33**

Dana Smith, President

Mary Schierer, Secretary

Bills Payable List

Printed: 11/5/2026 12:58 PM
Metamora Com Cons Grade School Dist
Expense on Date: 10/9/2026 to 11/30/2026

Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
Amazon Capital Services					
7161	stools scoreres table		27	179.86	10-1500-410-01
7162	General Supplies		2	18.99	10-1110-410-00-4
7164	General Supplies-Recess		27	359.99	10-1110-410-00-4
8437	Supplies Other than Food		27	58.99	10-2560-419-32-4
Krasin	Supplies - Foundation Krasin		27	48.83	10-1110-410-11-4
				$666.66	
AMEREN ILLINOIS					
	Natural Gas		28	820.06	20-2540-465-00
	Natural Gas		28	78.86	20-2540-465-00
	Natural Gas		5	787.44	20-2540-465-00
	Natural Gas		5	81.05	20-2540-465-00
				$1,767.41	
Anthem Sports					
7167	Backboards		28	7,956.34	10-1500-500-01-4
				$7,956.34	
ATLAS SUPPLY CO.					
	Supplies - Custodial		28	2,148.10	20-2540-410-00-4
	Supplies - Custodial		5	2,675.00	20-2540-410-00-4
				$4,823.10	
BLUE CROSS - BLUE SHIELD					
	Media Tech Insurance		23	1,545.04	10-2660-222-01-12
	F. Frisk Health Insurance		23	635.62	10-2310-383-00-4
	Build & Grounds Insurance		23	1,013.37	10-1100-211-03-499900-1
				$3,194.03	
Bushue Background Screening					
	Criminal Background Check		2	96.00	10-2310-318-00-4
	Criminal Background Check		2	195.00	10-2310-318-00-4
				$291.00	
Carolina					
Lelm	Supplies - Foundation - Lelm		2	914.89	10-1110-410-11-4
				$914.89	
COMMERCE BANK NA					
	Bookkeeper Prof Serv		28	100.00	10-2520-310-00-4
	Software License		29	21.64	10-1110-310-05-110000
	Supplies - Custodial		4	(61.76)	20-2540-410-00-4
	Supplies - Custodial		2	510.98	20-2540-410-00-4
	Supplies - Custodial		2	(43.26)	20-2540-410-00-4
	Supplies - Custodial		2	913.57	20-2540-410-00-4
4th Gr	Supplies - Foundation4th Gr AR		2	549.38	10-1110-410-11-4
4th Grade	Supplies - Foundation 4th Gr AR		2	36.10	10-1110-410-11-4
				$2,026.65	
Dalpiaz, Kari					
	General Supplies		28	68.29	10-1110-410-00-4
				$68.29	
Dearborn Life Insurance					

Bills Payable List

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Metamora Com Cons Grade School Dist
Expense on Date: 10/9/2026 to 11/30/2026

Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
	SpEd Aide Life Insurance	10-110	26	(3.16)	10-1220-221-01-311000-34-4
				($3.16)	
DIGITAL COPY SYSTEMS LLC					
	Copier Rental and Equipment		29	2,472.00	10-1110-325-00-4
				$2,472.00	
Easter Seals Central Illinois					
	Tuition-Easter Seals September 2026		28	31,235.09	10-1912-670-00-300100-4
				$31,235.09	
ENTEC SERVICES, INC.					
	Void Maintenance Contracts	20-110	9288	(906.17)	20-2540-326-00-4
	Interior Gym Door card reader		28	607.82	20-2540-324-00-4
	Gym units/boiler issues		28	415.00	20-2540-324-00-4
	Maintenance Contracts November 2026		5	928.75	20-2540-326-00-4
	Maintenance Contracts Sept 2026		5	906.17	20-2540-326-00-4
	Maintenance Contracts - Oct 2026		28	774.25	20-2540-326-00-4
				$2,725.82	
ESI - CFR IL01					
	Exhaust over ovens		28	217.50	10-2560-323-32-4
	Food Service Maint Contract		5	167.00	10-2560-310-01-4
				$384.50	
EVERGREEN FS INC.					
	Supplies - Gasoline		28	4,565.58	40-2550-464-00-4
	Supplies - Gasoline		2	5,009.39	40-2550-464-00-4
				$9,574.97	
GETZ FIRE EQUIPMENT CO.					
	Wet Sprinkler Inspection		28	748.00	80-2540-319-07
	Fire Inspection		28	1,517.00	80-2540-319-01
				$2,265.00	
Heart Technologies Inc					
	Chromebook lease		28	2,551.53	10-1110-325-01
	Chromebook lease		28	1,029.68	10-1110-325-01
				$3,581.21	
Heart Technologies					
	MGS Bells		28	135.00	10-1110-323-00-4
	MGS Camera 18 - video issue		5	67.50	10-1110-323-00-4
	MGS Camera 28 & 34 - video issue		5	67.50	10-1110-323-00-4
	Phone voicemail reset		5	67.50	10-1110-323-00-4
	Purchased Services-Technology		28	4,031.00	10-1110-310-02-110000
	Camera issues		28	405.00	10-1110-323-00-4
	Camera software		28	1,605.40	10-1110-310-01-110000
	paging speakers & call button replace		28	1,803.33	10-1110-323-00-4
				$8,182.23	
HEARTLAND BANK & TRUST COMPANY					
	$3.8M GO refunding Series 2018		28	26,400.00	30-5200-624-00-4
	$3.8M GO refunding Series 2018		28	410,000.00	30-5300-610-00
	Service Charge on Bonds		28	500.00	30-5400-640-00

Bills Payable List

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Metamora Com Cons Grade School Dist
Expense on Date: 10/9/2026 to 11/30/2026

Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
				$436,900.00	
I.D.E.S					
	Unemployment Insurance	80-110	19	1,044.02	80-2310-311-02
				$1,044.02	
IDEAL ENVIRONMENTAL					
	Asbestos Inspection-6 mon inspection		28	510.00	80-2540-319-03
				$510.00	
ILLINOIS MUNICIPAL RETIREMENT FUND					
	Buildings & Grounds IMRF	50-110	3	0.04	50-2540-212-00-10-4
	Sp. Ed. Teachers Aides	50-110	3	0.05	50-1220-212-00-311000-10-4
				$0.09	
Illinois Power Marketing					
	Acct# 400001732907		2	250.18	10-2540-466-00-4
	Acct # 400001733918		28	12,993.82	10-2540-466-00-4
	Acct # 400001723708		28	52.93	10-2540-466-00-4
				$13,296.93	
Imagine Learning LLC					
	Sp. Ed. Textbooks		28	250.00	10-1220-420-00-300100-4
				$250.00	
ISCorp					
	Technology supplies		2	275.00	10-1110-410-05
				$275.00	
Kirby Foods Metamora					
	General Supplies		2	30.75	10-1110-410-00-4
	Food Supplies		2	2.09	10-2560-410-32-4
Edwards	Sp. Ed. Classroom Supplies-Edwards		28	17.00	10-1220-410-01-300100-4
				$49.84	
Kohl Wholesale					
	Food Supplies		2	9,340.57	10-2560-410-32-4
	Supplies Other than Food		2	65.78	10-2560-419-32-4
				$9,406.35	
Kreiling Roofing Co					
	Roof repair		28	724.72	20-2540-320-00-4
				$724.72	
Mansfield Power & Gas LLC					
	Natural Gas		5	583.78	20-2540-465-00
	Natural Gas		5	5.15	40-2550-465-00
				$588.93	
METAMORA GRADE SCHOOL IMPREST ACCOUNT					
	Permits		29	12.00	40-2550-642-00-4
	Limestone Meet		29	175.00	10-1500-640-05-4
	Delavan meet		29	150.00	10-1500-640-05-4
	Officials - Girls Athletics		29	730.00	10-1500-319-57-4
	Field Trips-1st Grade		29	638.00	10-1110-314-01
				$1,705.00	
METAMORA, VILLAGE OF					

Bills Payable List

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Metamora Com Cons Grade School Dist
Expense on Date: 10/9/2026 to 11/30/2026

Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
	Water		29	114.18	20-2540-370-00
	Sewer		29	90.71	20-2540-321-00-4
	Sewer		29	55.53	20-2540-321-00-4
	Water		29	79.00	20-2540-370-00
	Sewer		29	15.49	40-2550-321-00
	Water- Transportation		29	38.96	40-2550-370-00
				$393.87	
MID WEST TRUCKERS ASSOC.					
	Drug Testing		28	800.00	40-2550-391-01
				$800.00	
Midwest Bus Sales					
	Supplies and Parts Bus #7		28	81.94	40-2550-411-00-4
	Oil Change/fuel filter #VF2925		28	1,102.93	40-2550-310-00
	Oil Change/fuel filter #VN5987		28	1,089.58	40-2550-310-00
	Stop arm issue #VN5487		28	224.00	40-2550-310-00
	Rear stop ligh flashing #VF2928		28	224.00	40-2550-310-00
	Seat adjuster inop #VF2920		28	112.00	40-2550-310-00
	gear issues #VF2921		28	112.00	40-2550-310-00
	Oil Change/fuel filter #VF2920		28	1,072.88	40-2550-310-00
	Oil Change/fuel filter #VF2921		28	1,072.88	40-2550-310-00
	Oil Change/fuel filter #VF2922		28	1,072.88	40-2550-310-00
	Oil Change/fuel filter #VF2923		28	1,072.88	40-2550-310-00
	Oil Change/fuel filter #VF2924		28	1,072.88	40-2550-310-00
	Oil Change/fuel filter #VF2928		28	1,102.93	40-2550-310-00
	Oil Change/fuel filter #VN5486		28	1,089.58	40-2550-310-00
	Oil Change/fuel filter #VF2929		28	1,102.93	40-2550-310-00
				$11,606.29	
MTCO					
	Telephone		29	545.35	10-2540-340-00-4
	Internet Services		29	1,484.92	10-1110-340-00-4
				$2,030.27	
Neaveill Distributing Inc.					
	Food Supplies		2	2,376.17	10-2560-410-32-4
				$2,376.17	
Nena Hardware Peoria					
	Grounds Materials	20-110	9	78.27	20-2543-410-00-4
				$78.27	
ODP Business Solutions LLC					
	General Supplies		5	3,538.08	10-1110-410-00-4
				$3,538.08	
OSF Medical Group					
	Physicals-Lowry (7/24)		28	102.00	40-2550-391-00-4
	Physicals Smith (9/30)		28	129.00	40-2550-391-00-4
	Physicals-Roley		4	143.00	40-2550-391-00-4
	Physicals-Damery (9/24)		28	85.00	40-2550-391-00-4
				$459.00	
Peoria County Regional Office of Education					

Bills Payable List

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Metamora Com Cons Grade School Dist
Expense on Date: 10/9/2026 to 11/30/2026

Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
	SpEd Homebound/Tutoring		28	70.00	10-1220-122-12-300100-4
				$70.00	
RAGAN COMMUNICATIONS					
	Radio issues		28	461.65	40-2550-310-00
				$461.65	
Reinstein Quizbowl					
	Scholastic Bowl Supplies		5	240.00	10-1500-410-29-4
				$240.00	
Smithereen Pest Management					
	Extermination		28	48.00	20-2540-327-00-4
				$48.00	
Smock, Dan					
	Grounds Maintenance		29	325.00	20-2543-324-00-4
				$325.00	
Tanton, Maria					
	Student Breakfast/Lunch Pgm		29	30.80	10-1611-32
				$30.80	
TEACHERS HEALTH INS. SECURITY					
	Teachers - TRIP	10-110	14	0.02	10-1110-221-00-5-4
	Teachers - TRIS	10-110	14	(0.03)	10-1110-221-00-5-4
				($0.01)	
TEACHERS RETIREMENT SYSTEM					
	Teachers - TRS	10-110	14	0.03	10-1110-211-00-1-4
	Teachers - NEC	10-110	14	(0.02)	10-1110-211-00-1-4
	Teachers - TRS	10-110	29	0.03	10-1110-211-00-1-4
				$0.04	
THE MUSIC SHOPPE INC.					
	Music Resale		28	13.58	10-1500-411-24-4
	Music Resale		28	5.09	10-1500-411-24-4
	Music Resale		28	6.37	10-1500-411-24-4
	Band Supplies		28	9.99	10-1500-410-24-4
	Band Supplies		28	12.74	10-1500-410-24-4
	Upkeep - Band Equipment		28	93.48	10-1500-323-24-4
	Music Resale		2	27.99	10-1500-411-24-4
	Band Supplies		2	6.37	10-1500-410-24-4
	Band Supplies		5	8.49	10-1500-410-24-4
				$184.10	
UMB Bank Trust Operations					
	Principal Long Term Debt		28	415,000.00	30-5300-610-00
	Principal Long Term Debt		28	47,000.00	30-5300-610-00
	Interest on Bonds		28	3,549.35	30-5200-624-00-4
	Interest on Bonds		28	61,150.00	30-5200-624-00-4
	Principal Long Term Debt		28	410,000.00	30-5300-610-00
	Interest on Bonds		28	53,062.50	30-5200-624-00-4
				$989,761.85	
US Bank Business MC					

Bills Payable List

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Metamora Com Cons Grade School Dist
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Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
	Grounds Materials		28	10.91	20-2543-110-00-4
	Grounds Materials		27	39.38	20-2543-410-00-4
	Grounds Materials		27	193.95	20-2543-410-00-4
	Supplies - Custodial		27	30.86	20-2540-410-00-4
	Supplies - Custodial		27	31.69	20-2540-410-00-4
	Principal Appreciation		27	127.15	10-2410-411-01-4
	Technology supplies		27	29.99	10-1110-410-05
	Jt Annual Conference		27	6,506.85	10-2310-640-00-4
	Supplies - Toner		28	603.89	10-1110-410-04-4
	Supplies - Toner		28	340.82	10-1110-410-04-4
	Technology supplies		28	9.79	10-1110-410-05
	Sp. Ed. General Supplies		2	166.75	10-1220-410-00-300100-4
	Technology supplies		2	159.96	10-1110-410-05
	Sp. Ed. General Supplies		4	19.95	10-1220-410-00-300100-4
	Field Trips- Unified Redbirds		4	171.00	10-1220-314-01
	Supt Supplies		5	79.99	10-2321-410-00-4
	Postage		5	328.00	10-2310-340-00-4
	General Supplies		5	16.68	10-1110-410-00-4
	General Supplies		5	16.68	10-1110-410-00-4
	Custodial Professional Development		5	330.00	20-2540-312-01-4
	Special Meetings		5	216.93	10-2410-411-01-4
	Grounds Materials		5	75.93	20-2543-410-00-4
10010PE	Classroom Supplies- PE		27	411.58	10-1110-410-02
10010PE	Classroom Supplies- PE		27	32.25	10-1110-410-02
10015	Library General Supplies		27	21.33	10-2222-410-00-4
8385	Technology supplies		27	17.00	10-1110-410-05
8385	Technology supplies		27	24.60	10-1110-410-05
8385	Supplies - Toner		27	417.55	10-1110-410-04-4
8415	General Supplies		27	17.99	10-1110-410-00-4
8415	Sp. Ed. General Supplies		27	34.99	10-1220-410-00-300100-4
8437 Cafe	Supplies Other than Food		5	113.94	10-2560-419-32-4
Becker	Classroom Supplies-Becker		29	19.34	10-1110-410-02
Damerell	Classroom Supplies-Damerell		2	11.99	10-1110-410-02
Damerell	Classroom Supplies-Damerell		5	213.45	10-1110-410-02
RTI	Classroom Supplies-RTI		27	129.98	10-1110-410-02
RTI	Classroom Supplies-RTI		27	464.17	10-1110-410-02
RTI	Classroom Supplies-RTI		27	18.80	10-1110-410-02
Suarez	Sp. Ed. Classroom Supplies-Suarez		27	102.58	10-1220-410-01-300100-4
	Grounds Materials		27	68.98	20-2543-410-00-4
	Technology supplies		28	112.83	10-1110-410-05
	Custodial Professional Development		5	16.52	20-2540-312-01-4
	Custodial Professional Development		5	139.00	20-2540-312-01-4
	Custodial Professional Development		5	173.04	20-2540-312-01-4
8385	laminating		27	257.54	10-1110-410-00-4
8437	Supplies Other than Food		28	32.82	10-2560-419-32-4
Becker	Buy a Share - Becker 6th Grade		29	(19.34)	10-1110-410-11-4
Damerell	Classroom Supplies-Damerell		27	20.98	10-1110-410-02
Roley	Classroom Supplies-Roley		27	68.33	10-1110-410-02

Bills Payable List

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Vendor Name / P.O. Number	Description	Override	Batch #	Amount	State Account Number
Roley	Classroom Supplies-Roley		27	10.99	10-1110-410-02
Suarez	Sp. Ed. Classroom Supplies-Suarez		27	2.45	10-1220-410-01-300100-4
Suarez	Sp. Ed. Classroom Supplies-Suarez		27	269.97	10-1220-410-01-300100-4
Suarez	Buy A Share 6th Grade Suarez		29	23.53	10-1110-410-11-4
				$12,736.33	
Varsity Spirit Fashions					
	uniforms		28	899.45	10-1500-410-28-4
				$899.45	
			Report Total	$1,572,916.07	

C. Treasurer's Report and Fund Balance 14

METAMORA CCSD #1
815 E Chatham St
Metamora, IL 61548
October 31, 2026

Treasurer's Report

Beginning Balance of all Combined Funds 10/1/2026		$9,334,368.85
Deposits:		
Cash Deposits	**Oct-26**	$388,237.23
Expenses:		
Accounts Payable - September 2026(Bills & Payroll liabilities)		$1,098,109.04
Payroll 10/15		$205,040.48
Payroll 10/30		$150,117.72
Ending Balance of all Combined Accounts 9/30/2026		$8,269,338.84

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	Commerce	Goodfield	PMA	Total
10	$ 2,489,017.63			$2,489,017.63
20	$ 494,601.60			$494,601.60
30	$ 1,507,137.39			$1,507,137.39
40	$ 66,952.48			$66,952.48
50	$ 284,422.33			$284,422.33
60	$ 779,389.39			$779,389.39
70	$ 381,843.15		$ 1,729,957.18	$2,111,800.33
80	$ 230,215.75			$230,215.75
90	$ 55,801.94		$ 250,000.00	$305,801.94
	$6,289,381.66	$0.00	$1,979,957.18	$8,269,338.84

Fund Balance Report

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Metamora Com Cons Grade School Dist

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
10	Education Fund	1,262,292.56	325,521.13	2,974,508.45	4,973,970.21	1,999,461.76	595,134.67	2,594,596.43
20	Oper, Build, & Maint Fund	44,696.86	5.40	205,749.11	537,237.89	331,488.78	163,112.82	494,601.60
30	Debt Service Fund or Fund Group	0.00	15.06	200.00	1,482,952.59	1,482,752.59	24,384.80	1,507,137.39
40	Transportation Fund	33,457.27	100,000.01	452,394.82	478,155.94	25,761.12	41,191.36	66,952.48
50	I.M.R.F./Soc. Sec. Fund	25,201.00	3.20	82,252.52	227,047.73	144,795.21	139,627.12	284,422.33
60	Capital Projects Fund or Fund Group	43,400.00	53,071.40	69,307.00	211,006.31	141,699.31	637,690.08	779,389.39
70	Working Cash Fund	100,000.00	133.95	130,000.00	113,567.79	(16,432.21)	2,128,232.54	2,111,800.33
80	Tort Immunity and Judgment Fund	1,199.02	2.31	143,839.06	307,121.85	163,282.79	66,932.96	230,215.75
90	Life Safety Fund	0.00	3.06	0.00	86,389.45	86,389.45	219,412.49	305,801.94
		$1,510,246.71	$478,755.52	$4,058,250.96	$8,417,449.76	$4,359,198.80	$4,015,718.84	$8,374,917.64

D. Financial/ Investment Report 17

ISDLAF+ Monthly Statement

Metamora C.C.S.D. #1

Please Note:
THE FUND WILL BE CLOSED NOVEMBER 11TH AND NOVEMBER 26TH IN OBSERVANCE OF THE VETERANS DAY AND THANKSGIVING DAY HOLIDAYS

Activity Summary (IL01-11327-0101) General Fund

10/1/2026 - 10/31/2026

Investment Pool Summary	LIQ	MAX
Beginning Market Balance	$0.48	$34,544.85
Dividends		$111.85
Purchases	$0.00	$0.00
Redemptions	$0.00	$0.00
Ending Market Balance	$0.48	$34,656.70
Average Monthly Rate	3.791%	3.813%
NAV / Share Price	1.000	1.000
Total	**$0.48**	**$34,656.70**

Total Fixed Income	**$1,945,300.00**

Account Total	**$1,979,957.18**

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

Transaction Activity (IL01-11327-0101) General Fund

MAX 10/1/2026 - 10/31/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	10/31/2026	10/31/2026	Total Dividend Reinvestment	$0.00	$111.85	$1.000	111.850
				$0.00	**$111.85**		**111.850**

Beginning Market Value: $34,544.85 | Ending Market Value: $34,656.70

Current Portfolio

10/31/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
LIQ				10/31/2026		LIQ Account Balance	$0.48	3.791%	$1.000	0.480	$0.48
MAX				10/31/2026		MAX Account Balance	$34,656.70	3.813%	$1.000	34,656.700	$34,656.70
CD	N	1413367-1	09/17/2026	09/17/2026	12/16/2026	BOM Bank, LA	$247,500.00	3.937%		249,902.320	$247,500.00
CD	N	1413368-1	09/17/2026	09/17/2026	12/16/2026	CIBC Bank USA, MI	$247,500.00	3.958%		249,915.220	$247,500.00
CD	N	1413366-1	09/17/2026	09/17/2026	12/16/2026	Bank of China, NY	$247,500.00	3.931%		249,898.680	$247,500.00
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	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
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	1413365-1	09/17/2026	09/17/2026	09/17/2027	GBank, NV	$239,600.00	4.300%		249,902.800	$239,600.00
							$1,979,957.18			**2,033,372.250**	**$1,979,957.18**

Time and Dollar Weighted Average Portfolio Yield: 3.927%

Weighted Average Portfolio Maturity: 136.32 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	0.000%	$0.48	LIQ Account
MAX	1.750%	$34,656.70	MAX Account
CD	98.250%	$1,945,300.00	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 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.; 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. 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.

E. Personnel Report 23

METAMORA CCSD #1
815 E. Chatham St. Metamora, IL 61548
(309) 367-2361, phone
(309) 367-2364, fax
mgsredbirds.org

Board of Education Personnel Report
November 2026

1. New Employment
    a. Kaitlyn Egenes, Kindergarten

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

To: Board of Education
From: Dr. Lee
Re: Employment Recommendation, Kaitlyn Egenes
Date: November 9, 2026

On behalf of the interview committee, I'd like to recommend Kaitlyn Egenes as the Kindergarten teacher beginning second semester, pending formal licensing requirements. She just completed student teaching kindergarten in a neighboring district and will graduate from ISU in one month. Upon graduating and approval from ISBE, she will hold an Early Childhood Certification. She is eager to start her career in kindergarten! She will be on step 1, lane 1 of the salary schedule.

F. Activity Accounts 26

Itemized Categories

6/30/2017 through 11/6/2026

Date	Account	Num	Description	Memo	Clr	Amount
INCOME						**1,527,061.43**
5th Grade Coin Wars Income						2,107.27
8th Grade Class, Field Trip Income						164,055.31
Art Commotion Income						22,212.25
Bank Charge Income						1,128.65
Book Fair Income						124,601.29
Boy's Baseball Income						21,811.84
Boy's Basketball Income						74,805.97
Cheerleaders Income						86,063.17
Chorus Income						28,821.99
Cross Country Income						16,059.65
Girl's Basketball Income						10,492.31
Girl's Softball Income						1,215.80
Golf Income						2,456.90
Kdg Trips Income						700.00
Lego Club Income						118.00
Math Counts Income						627.50
Newspaper Income						1,487.80
PE Income						4,065.00
Playground Income						159,876.86
Pom Pon Income						15,008.23
PTO Income						416,448.88
Redbird Boosters Income						244,683.07
Rise K-3 Income						150.00
Roley Service Project Income						954.50
Scholastic Team Income						2,508.00
Snack Donation Income						200.00
Snacks & Smiles Income						1,082.45
Speech Literary Income						4,017.97
Student Council Income						41,633.85
Sunshine Fund Income						43,292.38
Target, Kroger Rebate Income						8,165.12
Tjaden 6th Grade Math Income						1,000.00
Track (Boys And Girls) Income						3,395.89
Ukuelle Club Income						27.00
Unified Redbirds Income						3,357.18
Volleyball Income						5,652.00
water fund						0.00
Yearbook Income						12,777.35
EXPENSES						**-1,444,231.17**
Uncategorized						0.00
1st Grade Trip						0.00
2nd Grade Trip						0.00
3rd Grade Trip						0.00
4th Grade Trip						0.00
5th Grade Coin Wars						-1,716.30
5th Grade PNC Grant						0.00
5th Grade Trip						0.00
6th Grade Trip						0.00
7th Grade Trip						0.00

Date	Account	Num	Description	Memo	Clr	Amount
8th Grade Class, Field Trip						-160,345.20
8th Grade Field Trips						0.00
8th grade Science Fund						0.00
Art Commotion						-20,471.85
Bank Charge						-823.06
Blakesly Memorial Fund						0.00
Book Fair						-113,820.95
Boy's Baseball						-20,347.88
Boy's Basketball						-72,981.97
Character Education						0.00
Cheerleaders						-85,183.72
Chess Club						0.00
Chorus						-27,289.67
Cross Country						-13,534.79
Diversity Fair						0.00
Donna Shifeling Memorial						0.00
Erin's Law						0.00
Galeen Driscoll Memorial						0.00
Girl's Basketball						-8,582.03
Girl's Softball						-1,145.03
Golf						-1,236.70
Graduation						0.00
Jacobs-Private Donation						0.00
Jean's Donation						0.00
Jr High Incentives						0.00
Kdg Trips						-700.00
Math Counts						-387.50
Misc.						0.00
Miscellaneous						0.00
Paper Machine						0.00
PE						-3,820.65
Playground						-159,876.86
Pom Pon						-13,589.97
PTO						-385,156.83
Reading - AW						0.00
Reading Program						0.00
Recycling Program						0.00
Redbird Boosters						-241,616.60
Rise K-3 Expense						-149.60
Roley Service Project						-954.50
Scholastic Team						-2,172.36
SESS						0.00
Simpsons Stem Group						0.00
Snack Donation						-185.66
Snacks and Smiles						-899.22
Speech Literary						-3,415.91
Student Council						-36,311.99
Summer School Scholarship						0.00
Sunshine Fund						-42,461.89
Target, Kroger Rebate						-5,392.24
Taylor Rudd Memorial						0.00
Technology-chromebook Repair						0.00

Date	Account	Num	Description	Memo	Clr	Amount
Technology-chromebooks						**0.00**
Tjaden 6th Grade Math						**-996.43**
Track (Boys And Girls)						**-1,653.23**
Unified Redbirds						**-2,575.99**
Volleyball						**-5,340.57**
Wood-private Donation						**0.00**
Yearbook						**-9,094.02**
				OVERALL TO...		**82,830.26**

G. Destruction of Executive Session Recordings Older than 18 Months

7 **Informational Items**

A. **Administrative Reports**

1. Principal Damery
2. Principal Dirks

METAMORA GRADE SCHOOL

BEN DIRKS - 5-8 PRINCIPAL

815 EAST CHATHAM ST.
METAMORA, IL 61548
bdirks@mgsredbirds.org
309-367-2361

BOARD OF EDUCATION REPORT

November 12, 2026

Academic Growth

- Administration has been having conversations amongst themselves and been in communication with staff members about the possibility of transitioning to a block schedule model.
- I attended the Illinois Principals Association Conference on Oct. 19 & 20.
    - I attended sessions involving creating positive environments in your building, improving truancy issues, and Reacting to Behavior with Empathy.
- Joint Institute Day at MTHS involving all the feeder schools took place on October 9.

Engaging Environments

- The Problem Solving Team met the week of November 2 to discuss students who need extra support to develop a plan for each individual student.
- The Building Learning Team met on October 28. The discussion centered around what challenges teachers were facing regarding the Station Rotation Model, how the BLT group could support teachers with these challenges, and what an 85 minute block could look like using the Station Rotation Model. We also developed a Station Rotation Model FAQ document which was sent out to staff to help answer staff questions.

Social Emotional/Wellness

- Mr. Dirks and Mr. Damery celebrated the October Remarkable Redbirds with another round of Pancakes with the Principal.

Community Engagement

- MGS's annual Nets for Vets fundraiser took place at MTHS on November 6. MGS Girls and Boys Basketball teams took on Germantown Hills. I am still waiting to hear the final count of money raised. We also celebrated Mr. Ron Smith who will be going on the Honor Flight later this month!
    - A huge thank you to to Ms. Damerell for all her efforts putting this fundraiser together!
- The MTHS Band came to visit our students on November 6 for a whole school performance.

METAMORA GRADE SCHOOL

BEN DIRKS - 5-8 PRINCIPAL

815 EAST CHATHAM ST.
METAMORA, IL 61548
bdirks@mgsredbirds.org
309-367-2361

BOARD OF EDUCATION REPORT

November 12, 2026

- 8th Grade Night for Cheerleading, Dance, and Boys Basketball was celebrated on November 4.
- We celebrated the MGS Girls Cross Country team for their 3rd straight State Championship at the Girls Basketball game on October 27.









METAMORA GRADE SCHOOL

BEN DIRKS - 5-8 PRINCIPAL
815 EAST CHATHAM ST.
METAMORA, IL 61548
bdirks@mgsredbirds.org
309-367-2361

BOARD OF EDUCATION REPORT

November 12, 2026



3. Dr. Lee 35

METAMORA CCSD #1
815 E. Chatham St. Metamora, IL 61548
(309) 367-2361, phone
(309) 367-2364, fax
mgsredbirds.org

November 2026 Superintendent Report

Strategic Pillar 1: Academic Growth & Achievement

You can now access MGS's Illinois Report Card, which offers a comprehensive look at how students and schools are performing across a variety of measures.

Released by the Illinois State Board of Education, the report provides a snapshot of school performance, highlighting areas of success as well as opportunities for continued improvement.

This year's Report Card highlights several positive outcomes for MGS including:

- Outperformed state average by over 30% in **ELA** on the Illinois Assessment of Readiness (IAR).
- Outperformed state average by nearly 50% in **Math** on the IAR.
- Outperformed state average by 52%in **Science** on the Illinois Science Assessment.
- All of this while spending in the **lowest 1 percent** on operational cost per student.

Strategic Pillar 4: Facilities & Operations

During the referendum campaign we promised that the tax rate wouldn't continue to rise each year. Rather, we would do a gradual, preferably one-time, smaller increase to help sustain until bonds are retired in 2030. Last year, we raised the Ed Rate 15 cents. Additionally, the assessed valuation rose approximately 8%. That resulted in a significant tax bill increase to taxpayers for MGS.

This year the EAV is again projected to increase 7.50%. Even though it's going to take continued effort to stretch our reserves until 2030, my recommendation is to keep the tax rate the same as last year. This means there would be more revenue overall, but only what comes with assessed valuation, not increased tax rate. We only maximize two funds (Special Ed and Transportation).

- Our Bond and Interest payment must increase by $124k
- Tort and Education receive an increase, but only by reducing the rate of IMRF, Social Security and HLS (all of which have current fund balances that will cover next year with the reduction).

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

BOARD OF EDUCATION
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DR. BENJAMIN LEE, SUPERINTENDENT
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Matt Wilkerson
Trent Yoder

B. Facility Committee 38

MGS Board Facility Committee
Conference Room
October 20, 5:30 pm

Master Facility Plan Review

Director Uzelac reviewed the master facility plan. He and Dr. Lee have since followed up on a conference call with architect and engineers. They will send a cleaned up version with more detail on item descriptions based on our feedback. The list was based on building walkthroughs, our site safety assessment and administrative feedback.

Determine Summer Projects

Capital Fund Balance	$	637,690	July 1 Balance
Budgeted Revenue	$	580,100	
Budgeted Expenses	$	600,000	($400,000 remains)
Anticipated EOY Balance (if no money saved)	$	667,790	

The committee determined the boilers are the highest priority, followed by the emergency generator and/or phase detector and shut off switch. Dr. Lee/Vince will determine the exact square footage that is included in the lighting and grid replacement. The committee discussed the cost savings in energy and labor that would result from no longer having ballasts to replace. Depending on when the service is scheduled over the summer, the bills may be split over two fiscal years, providing more budget flexibility while still completing upgrades within the same summer.

Boilers	$	300,000
Emergency Gen.	$	70,000
Lighting & Grid	$	355,000
Air Handling Units	$	150,000

The meeting was adjourned at 6:45p.m.

C. Education - Policy Committee 40

MGS Ed Policy Agenda
November 12, 2026
5:15 (food available at 5:00pm)
Conference Room

I.	**Policy Updates** Wireless Device Policy	**Dr. Lee**
II.	**Illinois Report Card & IAR Scores** ● Summative Designation- Approaching Exemplary ● New IL Report Card data	**Dr. Lee**
III.	**Junior High Updates-CIA** ● Block Schedule Preview	**Mr. Dirks**
IV.	**Adjourn**	

D. Finance Committee 42

MGS Finance Committee Agenda
2026
Dr. Lee's Office

I. **Budget Updates**

II. **Levy Options**
MGS Tax Levy

III. **Adjourn**

E. **Resignations**
   1. Tim Damery, Principal
   2. Julie Griffin, Cafeteria

8 Discussion Items

9 **Action Items**

A. Approve 2026 Levy Resolution Estimating Tax Extension 44

RESOLUTION NO. 3 -2026

RESOLUTION ESTIMATING TAX EXTENSION AND ESTABLISHING PUBLIC HEARING

WHEREAS, Section 4 of the Truth in Taxation Act requires that at least twenty (20) days prior to the adoption of its tax levy ordinance, the Board of Education must estimate the amount of money necessary to be raised by real estate taxation for the current year and;

WHEREAS, it is hereby estimated that the aggregate property tax levy (including debt service levies) to be extended for tax year 2026 payable in 2026-27 will be approximately $7,737,075.

WHEREAS, extension of the aforesaid aggregate property tax levy for 2026 is estimated to increase by approximately 7.50 % over the preceding year.

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

Section 1: The recitals set forth above are hereby adopted and incorporated in this section as if fully set forth herein.

Section 2: A public hearing on the proposed property tax increase for the Board of Education of Metamora Community Consolidated District #1, Woodford County is not necessary since the extension is less than 5% but the Board will proceed with the hearing in the interest of continued transparency.

Section 3: The public hearing for the proposed property tax increase for the Board of Education of Metamora Community Consolidated District #1, Woodford County will be December 10, 2026, at 7:00 p.m.

ADOPTED this 12th day of November, 2026 by the following roll call vote:

AYES:

NAYS:

ABSENT:

_____

President, Board of Education

_____

Secretary, Board of Education

B. Approve the Date and Time as December 10 at 7:00PM for the Truth in Taxation Hearing for the 2026 Tax Levy
C. Approve State Maintenance Grant Application 46

Add Item to Schedule

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. APPLICATION YEAR/ROUND
102, Woodford	**53102001004, Metamora CCSD 1**	**2027, 1**

	Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Project Location	Priority Code	Category Code	Est. cost	Est. Start Date	Est. Completion Date
Open	1	METAMORA GRADE SCHOOL	815 E Chatham, Metamora	120,000+ square foot building housing 800 pre-K through 8th grade students. Originally built in 1951, this brick structure has received 11 additions over the years.	This is a major boiler project replacement--removal and replacement of two large boilers and all components.	Within the building--mechanical room, heats 70% of the building.	C	HVAC	$300,000.00	03/20/2027	07/31/2027

Total Estimated Project Cost	$300,000.00
Total Requested Grant Amount	$50,000.00
Total Reserved Local Funds(District Responsibility):	$50,000.00
Total Reserved Remaining Funds (District Responsibility):	$200,000.00

D. Approve First Reading of Board Policy Updates as Listed in Press Update 123 48

Document Status: Draft Update - New

2:120-E3 Exhibit - Resolution to Appoint a Delegate to the Illinois Association of School Boards Delegate Assembly

New/Unpublished Section

WHEREAS, the Board of Education of [*insert name of School District*] (Board) is an active member of the Illinois Association of School Boards (IASB);[C1]

WHEREAS, as an IASB member, the Board can appoint a delegate to attend and participate in IASB's Delegate Assembly (Delegate Assembly), which is held each year in conjunction with the Joint Annual Conference in Chicago, Illinois;

WHEREAS, at the Delegate Assembly, one delegate from each participating board may vote on resolutions submitted by member boards and any proposed amendments to the IASB Constitution;

WHEREAS, resolutions adopted by the Delegate Assembly become Position Statements which guide IASB's advocacy efforts and legislative agenda on behalf of its members;

WHEREAS, the Board believes it is important that its collective voice be heard at the Delegate Assembly;

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Appoints [*insert Board member name*] to serve as the Board's delegate at the 20___ Delegate Assembly.
2. Appoints [*insert Board member name*] to serve as the Board's alternate delegate at the 20___ Delegate Assembly, should the delegate be unable to carry out their responsibilities.
3. Directs the appointed delegate to vote on the IASB resolutions and any proposed constitutional amendments at the 20___ Delegate Assembly (*choose one of the following*) [solely in accordance with the consensus reached by the Board at its meeting on [*insert date*]] *OR* [with their independent discretion based on the consensus of the Board at its meeting on [*insert date*] and any discussion had on each resolution].
4. The Board's consensus on the IASB resolutions and any proposed constitutional amendments at the 20___ Delegate Assembly shall be reflected in the Board's meeting minutes.

Adopted this _____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Metamora CCSD 1

PRESSPlus Comments

C1. A new sample resolution is created to assist boards with annually appointing a delegate to the IASB Delegate Assembly (DA) and defining the delegate's authority to act on the board's behalf at the DA. This resolution is optional, and if customized and adopted by the board, is not required to be included in the board's policy manual. It is provided through your PRESS Plus dashboard for your convenience, and it can also be found at PRESS Online. **Issue 122, June 2026**

Document Status: Draft Update

SECTION 2 - SCHOOL BOARD

2:150 Committees

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Advisory Committee (PTAC). This required committee assists in the development and annual review of student behavior policiesy and procedureir implementation,[C1] and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and it may include other persons whose expertise or experience is needed. The committee reviews such issues as administering medicinesmedication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal and civil offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. Behavioral Interventions Committee. This required[C2] committee, coordinated by the

Executive Director of the Special Education Cooperative, develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board upon its request.

3. Negotiating Committee.
4. Transportation Committee.
5. Building Committee.
6. Finance Committee.
7. Executive Committee.
8. Board Education/ Policy Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated for continuous improvement. Districts are required to establish and maintain a parent-teacher advisory committee (PTAC) to develop, with the board, policy guidelines on student discipline. Teachers must be selected in cooperation with the district's teachers or, if applicable, their exclusive bargaining unit. The parents/guardians on this committee, as well as other non-staff members, may not have access to student records unless the student cannot be identified or prior consent is obtained. 105 ILCS 10/6. The district's PTAC must also: (1) annually review student discipline policies and their implementation, including the impact of student behavior, specifically behavior considered gross disobedience or misconduct, on students and school personnel, and any other factors related to the safety of schools, students, and school personnel; (2) in cooperation with local law enforcement agencies, develop guidelines for reciprocal reporting of criminal and civil offenses committed by students, including attacks on school personnel in accordance with 105 ILCS 5/10-21.7; and (3) in cooperation with school bus personnel, develop school bus safety procedures. 105 ILCS 5/10-20.14, amended by P.A.s 103-896, 104-430, and 104-648, eff. 1-1-27. Completion of the statutory requirements imposed on the PTAC, as well as the Behavioral Interventions Committee, should be documented. The PTAC can also be utilized to develop and review a district's wireless communication device policy. 105 ILCS 5/10-20.88(f) (final citation pending), added by P.A. 104-657. See policy 7:195, *Wireless Communication Devices*. **Issue 123, October 2026**

C2. Updated to clarify that this committee is required. Boards must establish and maintain a behavioral interventions committee to develop procedures that reflect consideration of ISBE's guidelines on the use of behavioral interventions with students with disabilities. 105 ILCS 5/14-8.05(c). **Issue 123, October 2026**

Document Status: Draft Update

SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

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

Evaluation Plan

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

Qualifications and Other Terms and Conditions of Employment

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

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/24A-5,[C1] and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

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

~~ADOPTED: March 17, 2022~~

Metamora CCSD 1

PRESSPlus Comments

C1. 105 ILCS 5/24A-5, amended by P.A. 104-565, regulates how principals can use artificial intelligence in teacher evaluations. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 4 - OPERATIONAL SERVICES

4:10 Fiscal and Business Management

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

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than ~~a~~the first[C1] regular Board meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

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

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

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

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

Final Adoption Procedures

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

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
5. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.

Budget Amendments

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

Implementation

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

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

LEGAL REF.:

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-1.10, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

35 ILCS 200/18-55 *et seq*., Truth in Taxation Law.

23 Ill.Admin.Code Part 100.

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

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated for continuous improvement. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 4 - OPERATIONAL SERVICES

4:80 Accounting and Audits

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

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, ~~on or before October 15~~within 30 days after receipt of the completed audit report,[C1] submit one copy of the audit to the Regional Superintendent of Schools. The Superintendent shall also ensure the District's auditing firm files the District's audit with ISBE annually on or before October 15 or the date of any filing extension,[C2] if applicable.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report (AFR) on a timely basis using the form adopted by ISBE. The Superintendent shall review and discuss the AFR with the Board before it is submitted and submit one copy of the AFR to the Regional Superintendent of Schools annually, within 30 days after receipt of the completed audit report ~~on or before October 15~~. The Superintendent shall also ensure the District's auditing firm files the District's AFR with ISBE annually on or before October 15 or

the date of any filing extension,[C3] if applicable.

Inventories

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

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $10,000 and have an estimated useful life greater than one year.

Disposition of District Property

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

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

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

Control Requirements for Checks

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

Internal Controls

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

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.

8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

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

LEGAL REF.:

2 C.F.R. §200 *et seq*.

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

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

23 Ill.Admin.Code Part 100.

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

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Audit requirements are found in 105 ILCS 5/3-7, amended by P.A.s 104-261 and 104-803, and 23 Ill.Admin.Code §100.110. **Issue 123, October 2026**

C2. Updated in response to 105 ILCS 5/3-7, amended by P.A. 104-803, permitting a district's auditing firm to request an extension of up to 60 days from the Ill. State Board of Education (ISBE) for filing the audit. **Issue 123, October 2026**

C3. Updated in response to 105 ILCS 5/3-7, amended by P.A. 104-803, permitting a district's auditing firm to request an extension of up to 60 days from the Ill. State Board of Education (ISBE) for filing the annual financial report. **Issue 123, October 2026**

Document Status: Draft Update

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. Street gang 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.

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 Parts 440 and 458.[C1]

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: June 18, 2026

PRESSPlus Comments

C1. The Legal References are updated for continuous improvement. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 4 - OPERATIONAL SERVICES

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and

school personnel for possible tornado incidents.

4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.
5. One cardiac response drill to practice the steps established in the District's cardiac emergency response plan. This drill may be done in partnership with local emergency medical services and may be conducted without student participation.[C1]

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE).

Automated External Defibrillator (AED)

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, the Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one AED to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.

105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 9, 2025

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 128/60(c), added by P.A. 104-759, eff. 7-1-27, which requires school districts to conduct an annual cardiac response drill but does not specify that the drill must occur in each school building that houses children. Having an annual cardiac response drill in each school building that houses children ensures practical, streamlined implementation. **Issue 123, October 2026**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or use of District-issued equipment to record such types of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions, including menopause-related conditions;[C1] reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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., Metamora, IL 61548	815 E. Chatham St., Metamora, IL 61548
blee@mgsredbirds.org	bdirks@mgsredbirds.org
(309) 367-2361	(309) 367-2361

Complaint Managers:

Tim Damery	Lisa DeVore
815 E. Chatham St., Metamora, IL 61548	815 E. Chatham St., Metamora, IL 61548
tdamery@mgsredbirds.org	ldevore@mgsredbirds.org
(309) 367-2361	(309) 367-2361

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

Minority Recruitment

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

LEGAL REF.:

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

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

775 ILCS 35/, Religious Freedom Restoration Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

820 ILCS 180/30 and 180/33, Victims' Economic Security and Safety Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: January 8, 2026

PRESSPlus Comments

C1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/1-103, amended by P.A.s 104-744 and 104-793, both eff. 1-1-27. Employers must provide reasonable accommodations, including flexible scheduling or modified work hours and temperature or climate-adjusted workspace, to employees with conditions related to pregnancy, childbirth, or related conditions, including *menopause-related conditions*, which is defined as perimenopause, menopause, and associated medical or symptomatic conditions that include, but are not limited to, vasomotor symptoms, sleep disruption, cognitive or mood changes, and osteoporosis-related changes. 775 ILCS 5/2-102(J), 5/1-103(J-5) and (L-5), all added or amended by P.A. 104-793, eff. 1-1-27. Guidance from the IDHR is available at: https://dhr.illinois.gov/rights/reports-and-guidance/pregnancy-rights.html. Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations, including the right to reasonable accommodations for pregnancy, which includes the right to reasonable accommodations for menopause-related conditions. 775 ILCS 5/2-102(K), amended by P.A. 104-793, eff. 1-1-27. The IDHR is required to prepare such a notice, retrievable from its website, which employers may use. **Issue 123, October 2026**

Document Status: Draft Update

General Personnel

5:80 Court Duty

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

For employees not covered by a current applicable bargaining agreement:

The District will deduct any fees that an employee receives for court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

~~An employee should give at least five days' prior notice of pending court duty to the District.~~[C1]

Witness Duty

An employee should give at least five days' prior notice of pending court duty to the District.[C2]

The District will pay full salary during the time an employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

Jury Duty

An employee summoned for jury duty must deliver to the District a copy of the summons within 10 days of the date of issuance of the summons to the employee.[C3]

The District will pay full salary during the time an employee is absent due to jury duty.

LEGAL REF.:

105 ILCS 5/10-20.7.

705 ILCS 305/4.1, Jury Act.

ADOPTED: February 23, 2023

Metamora CCSD 1

PRESSPlus Comments

C1. Moved to the Witness Duty subheading for continuous improvement. **Issue 123, October 2026**

C2. State law does not provide a deadline, and a district cannot refuse to pay full salary to an employee who fails to follow the policy's deadline. **Issue 123, October 2026**

C3. Updated to align with the Jury Act, 705 ILCS 305/4.1(c). **Issue 123, October 2026**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

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

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

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

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

In-Service Training Requirements

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

1. Health conditions of students, including but not limited to training on:

a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicablea kit is maintained.

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles

used for school-provided transportation as outlined in 105 ILCS 5/27-240 (see Board policy 7:185, *Teen Dating Violence Prohibited*).

6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment, including, but not limited to, service animals;[C1] and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-115 (violence prevention and conflict resolution education).

Additional Training Requirements

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

1. Ongoing professional development for all school personnel and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving

on the Concussion Oversight Team.

4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
7. For all District staff, annual sexual harassment prevention training.
8. Title IX requirements for training in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*).
9. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
10. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
11. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

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

LEGAL REF.:

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

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

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/22-115, 5/24-5, and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

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

105 ILCS 150/25, Seizure Smart School Act.

~~105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.~~ C2

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

745 ILCS 49/, Good Samaritan Act.

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

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

77 Ill.Admin.Code §527.800.

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

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/10-22.39(b-30), amended by P.A. 104-628, eff. 1-1-27. **Issue 123, October 2026**

C2. Repealed by P.A. 104-391. **Issue 123, October 2026**

Document Status: Draft Update

General Personnel

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

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

The Superintendent or designee shall provide this policy, guidelines established for employee-student boundaries, and all available methods for reporting employee-student boundary violations[C1] to all District employees, and students, and/or parents/guardians in each of their respective handbooks, and ensure itsthey are posteding on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. All District employees shall exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.[C2]

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

reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

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

1. Employees will comply with 5:120-AP2, *Employee Conduct Standards* and 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, both incorporated by reference into this policy.[C3]
2. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
3. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and Board policies 2:265, *Title IX Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
4. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

    a. Transporting a student;
    b. Taking or possessing a photo or video of a student; and
    c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
    a. Violates expectations and guidelines for employee-student boundaries.
    b. Sexually harasses a student.
    c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq*.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).

d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct. Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    i. A sexual or romantic invitation.
    ii. Dating or soliciting a date.
    iii. Engaging in sexualized or romantic dialog.
    iv. Making sexually suggestive comments that are directed toward or with a student.
    v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
    vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

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

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

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

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

Outside Employment

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

Incorporated by reference: 23 Ill. Admin. Code Part 22, ~~5:120-E (~~Code of Ethics for Ill. Educators.~~)~~
5:120-AP2 (Employee Conduct Standards)
5:120-AP2, E (Expectations and Guidelines for Employee-Student Boundaries)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

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

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

30 ILCS 708/, Grant Accountability and Transparency Act.

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

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

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

720 ILCS 5/11-25, Criminal Code of 2012.

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

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

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

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

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

ADOPTED: February 23, 2023

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/22-85.5(e), amended by P.A. 104-831, eff. 1-1-27. The purpose of this requirement is to create a culture of responsibility and shared accountability by ensuring that employee-student boundaries are widely known and transparently communicated within the school community. Best practice is to broadly interpret *handbook* to include materials provided to substitutes and any other short-term or temporary employees, as well as volunteers who interact with students. **Issue 123, October 2026**

C2. Updated in response to member feedback. Positive examples of language and appearance include conducting themselves with decorum and maintaining a professional appearance in dress and personal care. **Issue 126, October 2026**

C3. Optional. Sample conduct standards, including standards required by State and federal law, are contained in sample administrative procedures 5:120-AP2, *Employee Conduct Standards*, and 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. This means that 5:120-AP2 and 5:120-AP2, E should be considered to be part of this policy if new list item #1 is adopted. **Issue 123, October 2026**

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

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

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

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

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to provisions in State and federal law.

School Social Worker Services Outside of District Employment

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

Evaluation

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

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

LEGAL REF.:

29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.

42 U.S.C. §2000gg *et seq*., Pub. L. 117-328, Pregnant Workers Fairness Act.

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/10-22.4, 5/14-1.09a, 5/22-96, ~~5/22.4,~~ 5/24-16.5, 5/24-2, 5/24-8, 5/24-8.2,[C1] 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

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

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

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

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

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. 105 ILCS 5/24-8.2(c), added by P.A. 104-795, permits, but does not require, boards to award salary advancement to teachers for the completion of continuing education. To be eligible for salary advancement, coursework completed on or after 7-1-26 must: (1) be graduate-level, degree-eligible credit offered through a regionally accredited institution of higher education and documented on an official academic transcript; and (2) include an instructor of record. Districts determine the standards for documentation, transcript verification, institutional accreditation, salary advancement, and compliance monitoring. Boards may negotiate salary advancement or other compensation-related advancements under a collective bargaining agreement for other negotiated actions or activities. **Issue 123, October 2026**

Document Status: Draft Update

Professional Personnel

5:220 Substitute Teachers

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

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

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

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year through June 30, 20296,[C1] but not more than 100 paid days in the same classroom. Beginning July 1, 20296, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30-calendar-day period, the District makes a written request to the ROE for a 30-calendar-day extension and the extension is granted by the ROE.

LEGAL REF.:

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

105 ILCS 128/22, School Safety Drill Act.

40 ILCS 5/16-118, Ill. Pension Code.

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

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

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to Ill. Pension Code, 40 ILCS 5/16-118, amended by P.A. 104-532, allowing a TRS annuitant to work up to 120 paid days or 600 hours in a school year through June 30, 2029. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, and (h) music. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In all schools, drug and alcohol abuse prevention education, including: (a) in each year in grades K though 4, age- and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 8, age- and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-8, the dangers of fentanyl, and (d) in grades 7 and 8, anabolic steroid abuse prevention, which must also be taught in interscholastic athletic programs.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, through the 2026-2027 school year, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks,* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social

networking websites and in chat rooms, and (c) cyberbullying awareness and response.

5. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, instruction on behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, and (d) the Pledge of Allegiance.
9. In all grades, physical education must be taught, including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policy 7:260, *Exemption from Physical Education.*
10. In all schools, health education must ~~be stressed,~~ includeing:[C1] (a) human ecology, health, growth, development, personal health habits, and nutrition, (b) family life, (c) prevention and control of disease, (d) age- and developmentally appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (e) public health, environmental health, disaster preparedness, and safety education, (f) mental health and illness, (g) dental health, (h) cancer education, and (i) age- and developmentally appropriate consent education. The Superintendent shall implement a comprehensive health education program in accordance with State law.
11. In all schools, abduction education that addresses the danger of and avoidance of abduction.
12. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all

grade levels. In grades 6-8, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals.

13. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.
14. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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

15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes instruction as determined by the

Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.

18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
19. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

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

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

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84, 5/10-23.13, 5/22-110, 5/27-105, 5/27-110, 5/27-115, 5/27-210, 5/27-215, 5/27-245, 5/27-250, 5/27-255, 5/27-260, 5/27-305, 5/27-310, 5/27-315, 5/27-405, 5/27-410 (scheduled for repeal on 7-1-27), 5/27-415 (scheduled for repeal on 7-1-27), 5/27-505, 5/27-510, 5/27-515, 5/27-520, 5/27-525, 5/27-530, 5/27-535, 5/27-540, 5/27-545, 5/27-605, 5/27-705, 5/27-710, 5/27-715, 5/27-720, 5/27-725, 5/27-810, and 5/27-815.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

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

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated for continuous improvement. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who ~~are disabled~~have a disability[C1] within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.[Q1] Students may ~~be disabled~~have a disability within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004; 34 C.F.R. Part 300.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504; 34 C.F.R. Part 104.

42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~34 C.F.R. Part 106.~~

~~34 C.F.R. Part 300.~~

105 ILCS 5/14-1.01 *et seq.*, 5/14-7.02, and 5/14-7.02b.

23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: March 17, 2022~~

Metamora CCSD 1

PRESSPlus Comments

C1. Updated for continuous improvement. **Issue 123, October 2026**

Questions

Q1. *Twice-exceptional students* are those who are gifted and talented and have a disability. 105 ILCS 5/22-50(a), amended by P.A. 104-822. See 105 ILCS 5/22-50(b), added by P.A. 104-822, for suggested best practices to address the needs of twice-exceptional students and any student who is gifted, talented, or accelerated or would benefit from an advanced academic program and who is eligible for a Section 504 plan under the Rehabilitation Act of 1973, 29 U.S.C. §794.

105 ILCS 5/22-50(c), added by P.A. 104-822, authorizes a school board to adopt a policy to allow for the development of a written plan to support twice-exceptional students. If the board wishes to adopt such a policy, IASB will add the following subheading to the end of this policy and add 105 ILCS 5/22-50 to the Legal References. If the board has adopted policy 6:130, *Program for the Gifted*, IASB will also add a Cross Reference to 6:130 at the end of this policy, as well as a Cross Reference to 6:120 at the end of policy 6:130.

Twice-Exceptional Students

The Superintendent or designee shall develop a written education plan to address the advanced abilities or achievement levels of *twice-exceptional students* as defined in 105 ILCS 5/22-50, through individualized services, goals, accommodations, and objectives for a student, while continuing to provide services and support for the student's disabilities in all educational settings.

Has the Board adopted the subheading shown above to allow for the development of a written plan to support twice-exceptional students?

Options

☐ No. (Default)

☐ Yes. (IASB will add the subheading, Legal Reference, and Cross References shown above.)

Document Status: Draft Update

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 two and six 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 early care and education~~day care services~~[C1] program in cooperation with the Ill. 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, 5/27-905, 5/27-1035, and 5/27-1050.

105 ILCS 433/, Vocational Academies Act.

ADOPTED: June 18, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/10-22.18c, amended by P.A. 104-480, replacing the term *day care services* with “early care and education” as it relates to model early care and education programs. This program is most likely to be located within unit or high school districts because as part of the program, a school must offer a course in child behavior in which students receive course credits for helping to care for the children in the program while learning parenting skills. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:235 Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

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

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

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

Curriculum and Appropriate Online Behavior

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

Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks,* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

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

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

Use of Artificial Intelligence (AI)-Enabled Tools[C1]

The Board recognizes that evidence-based technology tools that use AI (AI-enabled tools) have the potential to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in compliance with applicable federal and State laws. The use of AI-enabled tools shall be in accordance with Board policies, including, but not limited to, 7:340, *Student Records,* and 7:345, *Use of Educational Technologies; Student Data Privacy and Security.* Any staff use of AI-enabled tools will not replace educator judgment, human relationships, or adult accountability. Any student use of AI-enabled tools shall support and strengthen, rather than replace or diminish, students' critical thinking and agency.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;[C2]
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the informed and responsible use of AI in the District by students and staff;
3. Ensure that any AI-enabled tools used in the District have been properly vetted for safety, security, and operational and instructional fit, as applicable, and compliance with this policy;[C3]
4. Maintain a list of District-approved AI-enabled tools that is accessible to staff, students, and parents/guardians, as appropriate;[C4]
5. Ensure that staff receive regular training on AI use and students receive developmentally appropriate AI literacy instruction, as appropriate;[C5]
6. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and report any necessary updates to the Board;[C6] and
7. Annually report to the Board on the impact of the use of AI-enabled tools on teacher effectiveness and student outcomes in the District, as applicable.[C7]

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the *Authorization for Electronic Network Access* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be

taken before confidential student information is loaded onto the network.

Violations

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

LEGAL REF.:

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

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

47 U.S.C. §254(h) and (l), Children's Internet Protection Act.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

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

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: August 7, 2025

Metamora CCSD 1

PRESSPlus Comments

C1.

The Use of Artificial Intelligence (AI)-Enabled Tools subhead is rewritten for PRESS Plus. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. Please also compare this new text with the policy language previously adopted by the Board.

This entire subhead is optional, and it may be modified at the Board's discretion. For more information, see the footnotes available at PRESS Online by logging in at www.iasb.com.

The subhead is updated in response to the Ill. State Board of Education's (ISBE) nonregulatory *Statewide Guidance on the Use of Artificial Intelligence* (June 2026), available at www.isbe.net/Pages/AI-Guidance.aspx. In accordance with 105 ILCS 5/2-3.118a, added by P.A. 104-399, the Guidance addresses AI in pre-K through 12 education. The Guidance emphasizes the need for schools to reflect on local values, context, and priorities as they consider AI use. It relies on four main principles: (1) teaching and learning are shaped by relationships and by the experiences, interests, and assets each child brings to school; (2) schools serve academic, developmental and civic purposes concurrently; (3) AI is a means to inform teaching and learning rather than an end in itself; and (4) informed use (of AI) requires deliberate, context-sensitive, and *locally determined* purpose and use (emphasis added). The Guidance states the central question around AI use in schools is not whether a tool can simply perform a task, "but whether its use supports the purposes of schooling: the growth of the individual, the strengthening of human relationships, the exercise of judgment and responsibility, and preparation for thoughtful participation in a world increasingly shaped by digital and AI-mediated environments."

The U.S. Dept. of Education also issued a *Dear Colleague Letter* on 8-20-26, to help school districts make informed decisions about the responsible use of technology in classrooms, at: www.ed.gov/media/document/guidance-education-technology-and-screentime-schools-114386.pdf.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. For suggested board monitoring questions around a district's use of AI, please see sample policy 6:235's footnote 17, available at PRESS Online by logging in at www.iasb.com.

Issue 123, October 2026

C2. If a board wishes to exercise greater oversight over the AI Plan, add the following to the end of this item: ", which shall be approved by the Board". If adding edits, use the Save Status **Adopted with Additional District Edits**. **Issue 123, October 2026**

C3. ISBE's Guidance (www.isbe.net/Pages/AI-Guidance.aspx, p. 103), recommends that AI applications be vetted for operational and instructional fit using clear questions tied to purpose and use. **Issue 123, October 2026**

C4. ISBE's Guidance (www.isbe.net/Pages/AI-Guidance.aspx, p. 10) recommends that districts maintain clear information about approved tools, their purpose and use, data security, and contact points for questions or concerns. **Issue 123, October 2026**

C5. ISBE's Guidance (www.isbe.net/Pages/AI-Guidance.aspx, p. 226) states that students should learn about AI, including what it is (and is not), how it works, its impact on society, and how to shape it, *before* and while using AI tools in the classroom. **Issue 123, October 2026**

C6. A board can modify the review schedule as desired. Federal guidance recommends that educational leaders establish the cadence in which the learning community will review and update the responsible use policy (guidelines) based on use, technological updates, and feedback. See https://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf, p. 52. ISBE Guidance also recommends "periodic review," see www.isbe.net/Documents/AIGuidance.pdf, p. 176. **Issue 123, October 2026**

C7. A board can modify the reporting schedule as desired. ISBE Guidance emphasizes the importance of having clarity on whether AI use is improving practice and/or student outcomes. See https://www.isbe.net/Documents/AIGuidance.pdf, pp. 111, 141, 227, and 229. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

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

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

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to

inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

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

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

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

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

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

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

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/22-1065, 5/26A, and 5/27-1. C1

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: January 8, 2026

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/22-106, renumbered by P.A. 104-852. **Issue 123, October 2026**

Document Status: Draft Update

Equal Educational Opportunities

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Board policy 7:10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 2:265, *Title IX Grievance Procedure*, contains the process that must be followed for complaints of Title IX harassment.
3. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, prohibits any person from discriminating against or harassing a student based on race, color, or national origin.
4. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
5. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
6. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
7. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.

8. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, religious hairstyles, hair-related religious practices, or facial hair worn in accordance with a student's sincerely held religious beliefs, observance, or practice,[C1] and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity, or other characteristic protected by State law.
9. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
10. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
11. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED: September 11, 2025

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 104-723. **Issue 123, October 2026**

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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 10 days, the case will be referred to the local law enforcement authority for investigation. If

compliance is not obtained within that 10-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, 5/22-1065,[C1] 5/26-1, and 5/26-2.

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), 7:150 (Agency and Law Enforcement Requests), 7:340 (Student Records)

ADOPTED: June 18, 2026

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/22-106, renumbered by P.A. 104-852. **Issue 123, October 2026**

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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.

Federal and State Law Requirements Regarding Citizenship and Immigration Status in Schools

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 5/22-1065(c)(3).[C1]
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 5/22-1065(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

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:
    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 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 5/22-1065(c)(4).

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, 5/22-1065, 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)

ADOPTED: June 18, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/22-106, renumbered by P.A. 104-852. **Issue 123, October 2026**

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SECTION 7 - STUDENTS

7:160 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit:

1. Hhairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists;
2. Religious hairstyles, hair-related religious practices, or facial hair worn in accordance with a student's sincerely held religious beliefs, observance, or practice, including, but not limited to, uncut hair or sidelocks (known as payot or peyos), or beards, mustaches, or other facial hair, except that hair or facial hair may be required to be secured, covered, or otherwise controlled during activities as deemed necessary to prevent endangerment of student health or safety;. C1 or
3. ~~The District also does not prohibt~~the right of a Sstudents fromto wearing or accessorizinge the ~~student's~~ graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q).

Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: January 4, 2024

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 104-723. A school may, in the least restrictive manner practicable, require that hair or facial hair be secured, covered, or otherwise controlled during activities as deemed necessary for safety, but cannot require cutting, shaving, or other permanent alteration. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:190 Student Behavior

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

When and *Where* Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off and or silenced out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using a *wireless communication device* in violation of Board policy 7:195, *Wireless Communication Devices*.[C1]
8. Using a *wireless communication device* or other electronic device to take photographs in private areas such as locker rooms or bathrooms, or to otherwise violate student conduct rules.[C2]
9. *Sexting* which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
10. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
11. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

12. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
13. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
14. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
15. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
16. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
17. Entering school property or a school facility without proper authorization.
18. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
19. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
20. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
21. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
22. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
23. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school

grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

24. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
25. 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; or (c) violate the rights of others.

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

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Students may not be suspended or expelled solely for violating Board policy 7:195, *Wireless Communication Devices*.[C3]

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBE) rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy,

upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm.

In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student’s parent/ guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they

occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §7971 *et seq*., Pro-Children Act of 2004.

20 U.S.C. §7961 *et seq*., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-20.88, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/22-110, 5/24-24, 5/26-12, 5/27-240, and 5/31-3.

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

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§1.280, 1.285.

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

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/10-20.88(b), added by P.A. 104-657, requiring a board policy prohibiting student use of *wireless communication devices* during *school time*, subject to certain exceptions, by the beginning of the 2027-2028 school year. However, districts that have existing wireless communication device policies in place before 7-28-26 which limit the use of such devices "during a majority of or the entirety of a school day" are not required to adopt a policy meeting the requirements of 105 ILCS 5/10-20.88 until the 2031-2032 school year. Consult the board attorney for guidance if the board wishes to rely on an existing policy and delay implementation of a new policy that complies with 105 ILCS 5/10-20.88. **Issue 123, October 2026**

C2. See sample policy 7:195, *Wireless Communication Devices*, for a definition of *wireless communication device*. Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40. Additionally, operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as $10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510. **Issue 123, October 2026**

C3. 105 ILCS 5/10-20.88(e), added by P.A. 104-657, and 105 ILCS 5/10-22.6, amended by P.A. 104-657. The law is unclear regarding whether a school may issue in-school suspensions solely for violations of its wireless communication device policy. 105 ILCS 5/10-20.88(e) prohibits "suspensions," but 105 ILCS 5/10-22.6 prohibits out-of-school suspensions only. Consult the board attorney for guidance if the district wants to use in-school suspensions as a disciplinary consequence for violations of the policy. **Issue 123, October 2026**

Document Status: Draft Update - New

7:195 Wireless Communication Devices

New/Unpublished Section

The District limits the use of wireless communication devices in accordance with State law.[C1] This policy is intended to minimize distractions in the educational environment and support students' learning, behavior, and overall well-being.[C2]

Definitions

Wireless communication device means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including, but not limited to:

1. Cellular telephones;
2. Tablet computers;
3. Laptop computers;
4. Gaming devices; and
5. Wearable devices, including smart watches or smart glasses, unless the capability to provide messaging or transmit other data communications has been disabled.[Q1]

Wireless communication device does not include any device that the District or a teacher has directly issued to, provided for, or required a student to possess and use for educational purposes.[C3]

School time means the time students spend on a school campus during the regular school day, beginning with the designated arrival time for students through the designated dismissal time for students, including instructional time, recess, lunch, and passing periods. School time does not include a before-school or after-school activity or a student's presence at an off-campus learning opportunity.

Device Use

Students are prohibited from using wireless communication devices during school time, except under the following circumstances:[C4]

1. A licensed physician, physician assistant, or nurse practitioner determines that the possession or use of a wireless communication device is necessary for the

management of the student's health care, and the student uses the device only as prescribed by the licensed physician, physician assistant, or nurse practitioner.

2. A wireless communication device is required by a student's individualized education program, Section 504 Plan, the student's health care provider's medical orders, or another written accommodation plan.
3. School personnel have determined that a wireless communication device is necessary for a student who is an English learner, as defined in 105 ILCS 5/14C-2, to access learning materials.
4. School personnel determine, on a case-by-case basis, that a wireless communication device is necessary for a student caregiver who is routinely responsible for the care and well-being of a family member.
5. When required by State or federal law.
6. In the event of an emergency, when authorized by the District's emergency crisis and response plans, protocols, or procedures.
7. When school personnel authorize a student to use a wireless communication device for educational purposes. Any such use shall be in accordance with Board policy 6:220, *Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct*.

Device Storage[C5]

All wireless electronic devices must be powered off or silenced and out of sight during school time. Each Building Principal shall issue guidance to students and staff within their respective school buildings regarding how wireless communication devices must be stored during school time. Storage methods may include, but are not limited to, lockers, backpacks or personal bags, classroom storage solutions, and/or secured pouches/containers.[C6]

Enforcement

Uniform enforcement of this policy at each of the District's schools is important for its effective and fair implementation. Staff shall implement this policy consistently and in a trauma-informed and developmentally appropriate manner.[C7]

Each Building Principal shall establish administrative responses for students who violate this policy, consistent with Board policy 7:190, *Student Behavior*.[C8] Administrative responses may include, but are not limited to, verbal reminders/redirection, student conference, temporary confiscation of the device, parent/guardian notification, restorative intervention, and/or other additional supports.[C9] No student will be suspended, expelled, be required to pay a fee or fine, or be referred to a school resource officer or local law enforcement solely for violating this policy.[C10] If, as a response to violating this policy, a parent/guardian must

retrieve the wireless communication device at a school building, the Building Principal shall provide an alternative for cases in which a parent/guardian is unable to appear in person.[C11]

The Board and District staff are not liable for damage to a wireless communication device if the device is stored in good faith and in accordance with this policy.[C12]

Policy Posting and Distribution

This policy shall be posted on the District's website and published in the student handbook(s).[C13] The Superintendent shall also annually provide this policy to staff, including new employees and substitute teachers when hired, as well as students and their parents/guardians by posting it on the District's website.[C14]

In addition to this policy, the student handbook(s) shall also include the consequences for violations of this policy.[C15]

Policy Review[C16]

At least once every three years, pursuant to 105 ILCS 5/10-20.88 and Board policy 2:240, *Board Policy Development*, the Board will review and make any necessary and appropriate updates to this policy. In conducting its review, the Board will gather and consider input from the teachers' local collective bargaining agent, administrators, and parents/guardians and consider any available data on the enforcement of this policy. The Board may utilize its Parent-Teacher Advisory Committee to accomplish the policy review.

LEGAL REF.:

105 ILCS 5/10-20.88 (final citation pending).

CROSS REF.: 1:30 (School District Philosophy), 2:150 (Committees), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:235 (Access to Electronic Networks), 7:190 (Student Behavior)

PRESSPlus Comments

C1. Created in response to 105 ILCS 5/10-20.88 (final citation pending), added by P.A. 104-657, requiring a board policy to be adopted by the beginning of the 2027-2028 school year that prohibits student use of *wireless communication devices* during *school time*. However, districts that have existing wireless communication device policies in place before 7-28-26 which limit the use of such devices "during a majority of or the entirety of a school day" are not required to adopt a policy meeting the requirements of 105 ILCS 5/10-20.88 until the 2031-2032 school year. Consult the board attorney for guidance if the board wishes to rely on an existing policy and delay implementation of a new policy that complies with 105 ILCS 5/10-20.88.

Development of this policy must include input from the local collective bargaining agent representing teachers (if any), administrators, and parents/guardians. The law encourages, but does not require, input from students. A board may utilize its existing parent-teacher advisory committee established under 105 ILCS 5/10-20.14 to develop the policy. See sample policy 2:150, *Committees*. The Ill. State Board of Education (ISBE) was required to develop a template for a model wireless communication device policy, see the *Model Cell Phone Policy*, available at: www.isbe.net/Documents/Model-Cell-Phone-Policy.pdf. A board's policy does not have to be based on the ISBE model, but this sample policy is consistent with ISBE's model. **Issue 123, October 2026**

C2. This introductory paragraph can be customized based on local needs and conditions. **Issue 123, October 2026**

C3. See sample policy 6:235, *Access to Electronic Networks*, and sample administrative procedure 6:235-AP1, *Acceptable Use of the District's Electronic Networks*, for rules regarding the use of devices that a district issues to students.**Issue 123, October 2026**

C4. Items #1-5 are required by 105 ILCS 5/10-20.88(c), added by P.A. 104-657. Items #6 and #7 are optional and can be deleted. See sample administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*, available at PRESS Online by logging in at www.iasb.com, at Section G., **School Emergency Operations and Crisis Response Plan**, and its footnote 5, regarding student use of devices during an emergency. **Issue 123, October 2026**

C5. 105 ILCS 5/10-20.88(b)(2), added by P.A. 104-657, requires the policy to incorporate guidance for wireless communication storage within a school building during school time, but it does not prescribe the manner of storage for wireless communication devices in schools. This sample policy allows for flexibility at the building level based upon the conditions and needs of a particular school building by delegating the guidance to the building principal. Districts may choose from a variety of storage solutions ranging in cost, from hanging door caddies to magnetized pouches/ containers with centralized locking systems. The law does not specifically require devices to be powered off, silenced, or out of sight, but these restrictions are included as a best practice to minimize distractions in the learning environment.

Staff, as used in this sample policy, is intended to include substitute teachers, who also need to be familiar with the guidance on device storage at the buildings where they substitute. **Issue 123, October 2026**

C6. This sentence is optional. It is based on ISBE's *Model Cell Phone Policy*. **Issue 123, October 2026**

C7. Required by 105 ILCS 5/10-20.88(b)(3), added by P.A. 104-657. See 105 ILCS 5/3-11 for trauma-related definitions, including *trauma responsive*. **Issue 123, October 2026**

C8. This sample policy authorizes building principals to establish building-level consequences based upon the needs of students in their building. The law does not require inclusion of the administrative responses for violation in board policy, but they must be included in student handbooks(s). For an additional resource on responses for violations, see: https://stand.org/illinois/our-stories/illinois-phone-free-schools-implementation-guide/, at p. 4. **Issue 123, October 2026**

C9. This sentence is optional. It is based on ISBE's *Model Cell Phone Policy*. **Issue 123, October 2026**

C10. 105 ILCS 5/10-20.88(e), added by P.A. 104-657, and 105 ILCS 5/10-22.6, amended by P.A. 104-657. The prohibition on these types of disciplinary consequences does not extend to a student's use of a wireless communication device to commit gross disobedience or other misconduct.

The law is unclear regarding whether a school can issue students in-school suspensions solely for violations of this policy. 105 ILCS 5/10-20.88(e) prohibits "suspensions," but 105 ILCS 5/10-22.6 prohibits out-of-school suspensions only. Consult the board attorney for guidance if the district wants to include in-school suspensions as a disciplinary consequence for violating this policy. **Issue 123, October 2026**

C11. 105 ILCS 5/10-20.88(b)(4), added by P.A. 104-657. This requirement is intended to accommodate those parents/guardians who are unable to physically pick up a device at school due to other commitments, such as working. An alternative could include a call with the parent/guardian to review the policy violation and confirm the device's return to the student or permitting a parent/guardian to designate another adult to pick up the device. **Issue 123, October 2026**

C12. 105 ILCS 5/10-20.88(g), added by P.A. 104-657. Statutory immunity does not apply if damage to a device is "caused by the willful or wanton conduct of school personnel." **Issue 123, October 2026**

C13. Required by 105 ILCS 5/10-20.88(b) and (h), added by P.A. 104-657. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook* (MSH), at: www.ilprincipals.org/msh/. **Issue 123, October 2026**

C14. 105 ILCS 5/10-20.88(h), added by P.A. 104-657, requires a district to annually provide this policy to parents, guardians, and school personnel, including new employees and substitutes teacher when hired. This sample policy manages this requirement through posting on a district's website. Provision of a hyperlink to the policy also satisfies the posting and annual notice requirements. **Issue 123, October 2026**

C15. 105 ILCS 5/10-20.88(b), added by P.A. 104-657, requires the student handbook to include the policy *and* administrative responses (consequences) for violations of the policy. **Issue 123, October 2026**

C16. 105 ILCS 5/10-20.88(f), added by P.A. 104-657. A board may utilize its existing parent-teacher advisory committee established under 105 ILCS 5/10-20.14 to review this policy. See policy 2:150, *Committees*. **Issue 123, October 2026**

Questions

Q1. A Board may choose to ban wearable devices altogether based on concerns that students may surreptitiously use them to record others at school, to further limit classroom distractions, and/or to address enforceability issues.

Has the Board adopted a ban on wearable devices?

Options

☐ No. (Default)

☐ Yes. (IASB will delete “, unless the capability to provide messaging or transmit other data communications is disabled” from item #5.)

Document Status: Draft Update

SECTION 7 - STUDENTS

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* (*SMA Form*) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer ~~an epinephrine injector~~,[C1] e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A

student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine ~~injectors~~, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of ~~an~~ epinephrine ~~injector~~, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Epinephrine Delivery Systems~~Injectors~~

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine delivery systems~~injectors~~ in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine delivery system~~injector~~* means an epinephrine ~~injector~~ delivery system prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine delivery system~~injector~~ to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

    a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
    b. Copies of the registry identification cards are provided to the District;
    c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
    d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

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

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

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

105 ILCS 150/, Seizure Smart School Act.

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

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: August 7, 2025

Metamora CCSD 1

PRESSPlus Comments

C1. Updated throughout in response to 105 ILCS 5/22-30, amended by P.A.s 104-762, eff. 1-1-27, and 104-803, changing the term epinephrine injector to epinephrine delivery system. **Issue 123, October 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

    a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/27-215 (requiring education for students on mental health and illness, including suicide prevention curricula in grades 6-12 if the Superintendent or designee determines that opportunities for integration exist).[C1]
    b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:

    a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of

suicide; and

b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available ~~pursuant to *Ann Marie's Law*~~ on ISBE's website pursuant to *Ann Marie's Law*.

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

   a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
   b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
   c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
   d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
   e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
   f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
   g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
   h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available

on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student and staff identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq*.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

42 U.S.C. § 1201 *et seq*., Individuals with Disabilities Education Act.

105 ILCS 5/2-3.166, 5/3-14.8, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 *et seq*., 5/14-7.02, 5/14-7.02b, and 5/27-215.

5 ILCS 860/, Student Confidential Reporting Act.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 8, 2026

Metamora CCSD 1

PRESSPlus Comments

C1. Updated in response to 105 ILCS 5/27-215, amended by P.A. 104-808, eff. 1-1-27. This sample policy directs the superintendent or designee to determine whether such instruction can be integrated because implementation of the policy is staff work. See www.iasb.com/training-and-events/training/training-resources/foundational-principles-of-effective-governance (Principle #4). **Issue 123, October 2026**

10 **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)

11 Action Taken after the Executive Session Meeting
12 Adjournment