

Regular Meeting of the Board of Education

Wednesday, June 12, 2024 6:00 PM

Independence Junior High School, 6610 W. Highland Dr., Palos Heights, IL 60463

1. Call to Order

1.A. Pledge to the Flag

1.B. Roll Call

2. Adjourn to Closed Session

Discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. 5 ILCS 120/2(c)(1)

3. Reconvene to Open Session

4. Action from Closed Session

5. Superintendent's Report

5.A. Student Highlights: Superintendent Advisory Group

5.B. Portrait of a Learner Sub Group Recommendations

5.C. PFA Recognition

6. Approval of the Consent Agenda Items

6.A. Minutes of the May 15, 2024 Regular Meeting

6.B. Approval of Bills & Payroll

6.C. Review of Schools' Activity Accounts

6.D. Personnel

7. Old Business

7.A. Approval of Board Resolution for the Certification of Serious Safety Hazards for the 2024-2025 School Year

7.B. Approve Policy Updates; Second Reading

8. New Business

8.A. Advance approval of estimated bills and payroll for June & July 2024 and estimated educational expenditures not to exceed \$400,000 for FY25

8.B. Board Liaison Appointments

8.C. Approval of IESA Membership for Independence Junior High

9. Audience Participation

If you are coming up to speak, please identify

yourself by name and connection to the district and we ask that comments remain brief to accommodate everyone wishing to speak. Policy ordinarily provides up to 3 minutes per speaker.

10. **Information Items**

10.A. YTD Financial Summary

10.B. Freedom of Information Act Items - None Received

10.C. Additional Information Items, if any

11. **Closed Session**

Discuss the appointment, employment, compensation, discipline, performance or dismissal of a specific employee; collective negotiation matters or deliberations concerning salary schedules for classes of employees; discussion of possible litigation; and student disciplinary issues. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(1)

12. **Return to Open Session**

13. **Adjournment**

Strategic Plan



Palos Heights School District 128

Working Groups

- Competency Based Board of Education Goals
- Portrait of a Learner Dashboard
- Portrait of a Learner Student Showcase



Competency Based Board of Education Goals

- Adelia Brienzo
- Amy Lyons
- Kaitlin Curran
- Kim Sopkin



Competency Based Board of Education Goals

TEACHING & LEARNING

Recommended 2-year timeline.

Suggested Goal: Identify and address barriers to student learning to ensure equitable access to high quality instruction.

- **Strategy:** Evaluate and monitor instructional resources and strategies to better meet the needs of all learners and address opportunity gaps for identified subgroups
- **Strategy:** Promote the integration of competencies from the Portrait of a Learner framework to foster meaningful and authentic learning experiences for all students



Competency Based Board of Education Goals

COMMUNITY ENGAGEMENT

Suggested Goal: Promote engagement of family and community in support of student learning and the development of the Portrait of a Learner competencies.

- **Strategy:** Promote an inclusive and supportive environment that encourages active engagement and collaboration with families and community organizations



Competency Based Board of Education Goals

HUMAN RESOURCES

Suggested Goal: The District 128 recruitment and hiring processes will include measures to determine a candidate's understanding and development of the Portrait of a Learner competencies.

- **Strategy:** Promote the development of interview tools and processes that measure a candidate's knowledge of the Portrait of a Learner competencies.

Suggested Goal: District 128 will commit resources to support professional development and promote staff wellness, cultivating a positive culture and climate that results in staff retention.

- **Strategy:** Promote the allocation of resources dedicated to professional development and wellness of all staff in the budget development process.



Competency Based Board of Education Goals

FINANCE & OPERATIONS

Suggested Goal: District 128 will ensure that fiscal and operational long-range planning and priorities are guided by the five competencies of the Portrait of a Learner and are focused on providing a high quality learning experience for all students.

- **Strategy:** When engaging in long-range finance, facility and instructional planning, the district will commit itself to exploring innovative practices in maximizing fiscal and operational resources in an effort to maintain high quality programming for students.



Portrait of a Learner District Dashboard

- Amy Agema
- Diane Muller
- Ann Glynn



Wellness

Developing healthy minds and bodies. Emphasizes the importance of physical and mental health, encouraging students to develop healthy habits for life.

Success Indicators

5 Essentials: Student Survey Wellness Indicator Results Grades 4-8

5 Essentials: Staff Survey Wellness Indicator Results

How is this presented? Graphics, charts, and other historical data over school years.

Classroom Instruction

INDICATOR: One wellness related assembly per school per year

INDICATOR: 80% of advisory lessons and morning meetings incorporate a focus on Wellness activities.

INDICATOR: Instructional transitions would be preceded by a brain, movement, or mindfulness break.

How is this presented? Provide professional development, lesson examples, and materials to staff to lead morning meetings, activities, and different types of breaks in class.

Extracurricular Participation - Framing Question: Do we feel that we have enough activities for students to be involved in things outside of the classroom? This indicator may be important as a measure of connection for students... What is the best way to measure this? Is the indicator worded properly? Independence has many offerings, but limited or inconsistent opportunities at other buildings.

- Percentage of students involved in an extracurricular activity, club or sport

Indicator: "Measuring this could be done via attendance at extracurriculars, self reflections, surveys - and then touching base with students who are not participating in any extracurriculars."

Citizenship

Preparing yourself for a responsible and successful future in a diversified world to become a productive member of your local and global communities.

Success Indicators

5 Essentials: Student Survey Citizenship Indicator Results Grades 4-8

Serving Community

Indicator: All schools will engage students in two community service projects per school year.

- *How will we share this? Share to website, social media, and news.*

Digital Citizenship

- Students demonstrate proficiency in learning outcomes related to digital citizenship

Indicator: Students to participate in digital citizenship curriculum through K - 5 library and grades 6 - 8 advisory (will need to account for IJHS band students)

Community and Family Engagement

- Provide multiple opportunities for families and the wider community to participate in school events and activities - can we look to integrate opportunities across areas to generate higher levels of interest.
 - Increase parent and community engagement related to instructional initiatives
 - Variety of offerings... virtual sessions
 - Learn at your own pace - recorded sessions
 - Small Group opportunities

Indicator: The district will provide opportunities for families and the wider community to participate in events and activities via multiple modalities (ie. virtual sessions, live sessions, recorded sessions, etc.)

Citizenship

Preparing yourself for a responsible and successful future in a diversified world to become a productive member of your local and global communities.

Success Indicators

Peer to Peer Connections

- Provide experiences that foster a climate that values, accepts and understands diversity in culture and point of view (*Citation: IL Performance Standard for School Leaders*)

Indicator: Students will be offered a variety of connection opportunities through project based experiences and group work, which will foster a positive climate that values, accepts and understands diversity in culture and others' point of view.

Student Conflict Resolution

- Reduction or elimination of bullying reports and investigations
- Conduct conflict resolution training for staff and students
 - Implement peer mediation and restorative practices with students

Indicator: District 128 Leadership will focus on nurturing a Culture of Belonging.

Perseverance

Grit. Learning to look at failure as an opportunity for growth and learning. Maintaining effort and finding ways to work through obstacles and challenges.

Success Indicators

5 Essentials: Student Survey Indicator Results Grades 4-8

Principal and Superintendent Advisory Group (grades 4-8)

INDICATOR: Students report interest level, engagement, and challenges of instruction.

Classroom Instruction

- Student goal setting and tracking of progress towards goals
- Student self-assessment and reflections on classroom performance
- Track student advocacy for support when needed
- Monitoring of student work completion and commitment to continuous improvement
- Students demonstrate problem solving skills

Indicator: Students set goals and track their progress by utilizing self-assessment and reflections on classroom performance.

Student Data

Indicator: Consider polling Freshman, 6th, and 4th grade students about their preparation for grit/perseverance as they have just transitioned to the next school.

Indicator: Administer Grit Scale with focus group of students / class/advisory at the beginning of the school year and the end of the school year.

Communication

Sharing your ideas in a clear, concise and thoughtful manner; being open to perspectives of others, and learning to work collaboratively to accomplish a common goal.

Success Indicators - How do we measure how we are communicating a common understanding around competency development? A tool for measuring community understanding of the importance of this work.

Classroom, School and District Communication Opportunities

- Create newsletter content that intentionally engages families and community members as school partners through strategies, ideas and activities to support competency development
- Student presentations at Board of Education Meetings
- Promotion of the Portrait of a Learner community-wide
- Student products and outcomes from participation in student activities and clubs (i.e. Newspaper, Student Council, Spring Musical, etc.)

Indicator: District will provide communication opportunities in a variety of ways (ie. newsletters, student presentations, student activity/club outcomes/outreaches, etc).

Indicator: Parent presentations/testimonials at quarterly district office sessions stakeholders are invited to.

Classroom Instruction

- Proficiency in achieving learning standard outcomes for writing, speaking and listening standards
- Student choice and voice in how they demonstrate their learning
- IAR Data
 - Writing scores
 - Open ended response scores in English Language Arts and Mathematics
- Teacher Evaluation Component Ratings in 3A Communicating with Students
- Communicating through creating - meeting performance expectations in Art and STEM classes
- Successful completion of digital citizenship modules
- Specific feedback for students on collaborating with peers (rubric expectations)

Indicator: Students show proficiency in achieving learning standard outcomes for writing, speaking, and listening.

Indicator: Students are offered voice and choice in how they demonstrate their learning in all classes and activities.

Indicator: Students participate at grades 3, 5, and 8 in the Student Showcase.

Behavioral Indicators

- Students can articulate school expectations
- Students understand and can articulate the five competencies

Indicator: __% of 1st - 8th grade students can list and name all 5 competencies.

Innovation

Having curiosity, thinking creatively, taking risks to solve problems in new and different ways, fostering a love of learning.

Success Indicators

Classroom Instruction

- Teacher Evaluation Indicator 3C Engagement in Learning
- Inquiry and project based learning experiences in STEM, Library and beyond
 - Integrated units of instruction in the classroom
- Student choice & voice in classroom assignments and instructional design
- Students applying multiple strategies in academic and social problem solving situations
- Teachers implementing innovative teaching practices to deliver instruction
- Integrating the use of technology to enhance learning for students
- Selection of curricular materials that encourage multiple pathways for learning
- Students having opportunities to demonstrate their understanding in creative ways
- Teachers and students taking risks to try new things as part of the teaching and learning process

Indicator: Students have choice and voice in their classroom assignments, which includes utilizing technology, applying multiple strategies in academic and social problem solving situations and are offered opportunities to demonstrate their understanding in creative ways.

Indicator: Teachers and students are encouraged to take risks to try new things by implementing technology and innovating teaching and learning practices.

Indicator: District wide curiosity committee to develop ideas, promote curiosity - think tank

Community Partnerships

- Establish school-community partnerships that provide opportunities to connect learning to real life

Indicator: Establish school-community partnerships that provide opportunities to connect learning to real life (i.e. Lake Katherine, Village of Palos Heights)

Portrait of a Learner Student Showcase

- **Mary Lynn Duffy**
- **Erica Germany**
- **Tony Marinello**
- **Gayle Greenwald**
- **Joe Young**



Portrait of a Learner Student Showcase

Grades 3, 5, and 8

Incorporation of a **student portfolio** component:

- Allow students to add examples of work connected to competencies throughout the school year and at other grade levels.
- Stronger connection by remembering the work and how it connects.



Portrait of a Learner Student Showcase

Framework & Timelines

- Year 1 for grades 3, 5, and 8 is to host an in school event in April
 - Open to families
 - Present to student in grade(s) below
- *Year 2 for grades 3, 5, and 8 is to present to students in grade(s) below and host an evening event in April for families to attend.
- *Year 3 for grades 3, 5, and 8 is to examining have two evening events in the year - winter and spring.



Portrait of a Learner Student Showcase

Community Connections

- Channel 4
- Showcase examples of work with QR codes at the library for families to learn how to complete projects at home with student created videos.
- Parks & Rec Center for potential larger evening showcase.



Portrait of a Learner Student Showcase

Dreams about Future

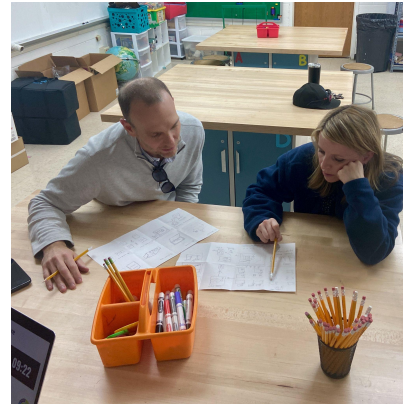
- Organize an evening showcase where students are able to present in a school on stage to large groups, in a classroom for small groups, and similar to a science fair at a table.
 - Opportunities for students to create videos to share their thoughts and ideas to ensure that all students are able to participate.
 - Public links to the portfolio for families and community to view student work.
 - Acknowledgement of student work through “belts” or at 8th grade graduation.



Portrait of a Learner Student Showcase

Dreams about Future

- Allow students to review their portfolio over the years to see growth and take it with them after 8th grade graduation.
- Support the showcase work in all subjects areas beyond STEM and Art.



PALOS HEIGHTS SCHOOL DISTRICT 128

JUNE 2024

<u>GROSS PAYROLL</u>		
<u>MAY 1 THROUGH MAY 31, 2024</u>		943,862.27
<u>TRS</u>		62,176.38
<u>BOARD TRS SURCHARGE</u>		3,873.01
<u>THIS</u>		10,482.36
<u>IMRF, FICA, MEDICARE</u>		44,582.84
<u>TOTAL MAY PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		1,064,976.86
<u>EDUCATION FUND</u>	<u>10</u>	98,626.78
<u>BUILDING FUND</u>	<u>20</u>	18,118.92
<u>TRANSPORTATION</u>	<u>40</u>	60,621.84
<u>CAPITAL PROJECTS</u>	<u>60</u>	0.00
<u>SPECIAL CHECKS</u>		2,464.67
<u>LIFE SAFETY</u>	<u>90</u>	
<u>TOTAL JUNE 2024 BILLS PAYABLE</u>		179,832.21
<u>TOTAL JUNE 2024 BILLS PAYABLE GROSS AND</u>		
<u>MAY 2024 PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		1,244,809.07


PRESIDENT

SECRETARY

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1289

Voucher Date: 06/04/2024

Prepared By: 

Printed: 06/06/2024 10:13:48 AM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$177,367.54 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$98,626.78
20	OPERATIONS AND MAINTENANCE	\$18,118.92
40	TRANSPORTATION	\$60,621.84
		<hr/> <hr/>
		\$177,367.54

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
ACUTRANS		10.5.1800.300.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS - TRANSLATIONS	\$315.54
ALLEGREEN GROUP		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$15,050.00
ALPHA SCHOOL BUS	2011	40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$12,328.80
AMANDA BURESH		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$127.30
ASHLEY BATTAGLIA		10.5.2110.333.0000.00.00.00 Check #: 0	SOCIAL WORKER MILEAGE REIMB	\$190.62
BETH COSME		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$99.16
BRIAN EVERSON		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$129.98
BRIGHTLY SOFTWARE		20.5.2540.319.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-OTHER PROF/TECH SERVICES	\$4,750.13
			Vendor Total:	\$315.54
			Vendor Total:	\$15,050.00
			Vendor Total:	\$15,050.00
			Vendor Total:	\$12,328.80
			Vendor Total:	\$127.30
			Vendor Total:	\$190.62
			Vendor Total:	\$190.62
			Vendor Total:	\$99.16
			Vendor Total:	\$99.16
			Vendor Total:	\$129.98
			Vendor Total:	\$129.98

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
BRYAN NEUBACHER		20.5.2540.333.0000.00.00.00 Check #: 0	O & M MILEAGE REIMBURSEMENT	\$4,750.13
Vendor Total:				\$343.04
BUSINESSOLVER		10.5.1100.222.0000.00.00.00 Check #: 0	K-12 - MEDICAL INS	\$343.04
Vendor Total:				\$63.00
C & C DAIRY	18217	10.5.2560.410.0000.00.00.00 Check #: 0	FOOD SERVICES- MILK SUPPLIES	\$4,727.78
Vendor Total:				\$63.00
CATHY LESLIE	4784	10.5.2330.332.0000.00.00.00 Check #: 0	SPEC AREA ADM SERVICES-TRAVEL/CONF	\$500.00
Vendor Total:				\$4,727.78
CHRISTINE SAMAAAN		10.5.1100.421.0000.00.00.00 Check #: 0	K-12 -DISTRICT REFUNDS	\$15.83
Vendor Total:				\$500.00
CITY OF PALOS HEIGHTS	23899	20.5.2540.370.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	\$1,192.35
Vendor Total:				\$15.83
COSME LANDSCAPE & MAINTENANCE, INC.		10.5.2310.411.0000.00.00.00 Check #: 0	BOARD OF EDUCATION - SUPPLIES	\$870.00
Vendor Total:				\$1,192.35
COUNTRY HOUSE RESTAURANT	11753			\$870.00
Vendor Total:				\$870.00

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1289

06/04/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2560.315.0000.00.00.00 Check #: 0	FOOD SERVICES CONTRACTED SERVICES	\$1,200.00
		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$11,371.00
			Vendor Total:	\$12,571.00
DAVE ADAMONIS		20.5.2540.333.0000.00.00.00 Check #: 0	O & M MILEAGE REIMBURSEMENT	\$750.00
			Vendor Total:	\$750.00
DESIREE WILLNER	24420	10.5.1800.333.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS-MILEAGE REIMBURSEMENT	\$30.49
			Vendor Total:	\$30.49
DIANE MULLER	20666	10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$124.02
			Vendor Total:	\$124.02
DOROTHY BURKE		10.5.1100.421.0000.00.00.00 Check #: 0	K-12 -DISTRICT REFUNDS	\$15.83
			Vendor Total:	\$15.83
EASTERSEALS		10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$5,000.55
			Vendor Total:	\$5,000.55
EISENHOWER COOPERATIVE	2745	10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$8,726.08
			Vendor Total:	\$8,726.08
ELIM CHRISTIAN SERVICES	4659	10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$34,110.14
			Vendor Total:	\$34,110.14

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
ENGIE		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$168.00
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$3,780.00
Vendor Total:				\$38,058.14
ERICA GERMANY		20.5.2540.466.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-ELECTRICITY	\$2,011.89
		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$99.16
Vendor Total:				\$2,011.89
FORMATIVE PSYCHOLOGICAL SERVICES		10.5.2210.314.0000.00.00.00 Check #: 0	IMPROV OF INSTRUCT PROF SERV	\$6,000.00
		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$5.76
Vendor Total:				\$6,000.00
GRAINGER	20681	10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$107.20
		40.5.2550.331.0000.00.00.00 Check #: 0	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	\$27,023.04
Vendor Total:				\$27,023.04
GREG URDAL	242	10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$661.59
		10.5.2540.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$168.00
Vendor Total:				\$829.69

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
JANET DAVIS		10.5.2310.341.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -POSTAGE	\$5.08
		10.5.2410.411.0000.02.00.00 Check #: 0	OFFICE OF PRINCIPAL-SUPPLIES-INDEPENDENCE	\$359.00
			Vendor Total:	\$1,025.67
JASON SMIT		20.5.2540.333.0000.00.00.00 Check #: 0	O & M MILEAGE REIMBURSEMENT	\$171.92
		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$0.00
			Vendor Total:	\$171.92
JENNIFER HALLBERG		10.5.2660.333.0000.00.00.00 Check #: 0	DATA PROECSSIONG-MILEAGE REIMBURSEMENT	\$500.00
		10.5.2660.411.0000.00.00.00 Check #: 0	DATA PROCESSING SERVICES- SUPPLIES	\$67.78
			Vendor Total:	\$567.78
JESSICA DIETER		10.5.1100.421.0000.00.00.00 Check #: 0	K-12 -DISTRICT REFUNDS	\$15.83
			Vendor Total:	\$15.83
		10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$44.56
KAITLIN CURRAN		10.5.1205.411.4620.05.00.00 Check #: 0	SPEC ED SUPPLIES IDEA GRANT	\$26.12
			Vendor Total:	\$70.68
		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL -TRAVEL/CONF	\$500.00
KENNEDY PLUMBING			Vendor Total:	\$500.00

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1289

06/04/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
KEVIN KIRK		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$150.00
			Vendor Total:	\$150.00
KIMBERLY ANOMAN		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL - TRAVEL/CONF	\$500.00
			Vendor Total:	\$500.00
KRIHA BOUCEK LLC		10.5.2510.333.0000.00.00.00 Check #: 0	BUSINESS SUPPORT MILEAGE RIEMB	\$250.00
			Vendor Total:	\$250.00
LAURA KRIHA		10.5.2310.317.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -LEGAL SERVICES	\$1,180.50
			Vendor Total:	\$1,180.50
LEAF		10.5.2320.333.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -MILEAGE REIMBURSEMENT	\$21.44
			Vendor Total:	\$21.44
MADER SOLUTIONS LLC		10.5.2660.360.0000.00.00.00 Check #: 0	DATA PROCESSING CAPITAL LEASE	\$2,655.00
			Vendor Total:	\$2,655.00
MAHONEY'S GRADUATION SERVICES	18825	10.5.2660.319.0000.00.00.00 Check #: 0	DATA PROCESS SERVICES OTHER PROF SERV	\$423.00
			Vendor Total:	\$423.00
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$2,339.55
			Vendor Total:	\$2,339.55

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
MARY KATE MORONEY		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$19.10
			Vendor Total:	\$19.10
MARY LYNN DUFFY		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL -TRAVEL/CONF	\$500.00
			Vendor Total:	\$500.00
MENARDS INC	1008	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$339.85
			Vendor Total:	\$339.85
MERRYL BROWNLOW		10.5.2320.333.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -MILEAGE REIMBURSEMENT	\$1,000.00
			Vendor Total:	\$1,000.00
MIDWEST PAPER RETRIEVER		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$156.98
			Vendor Total:	\$156.98
MILESTONE THERAPY, LLC.		10.5.2130.314.0000.00.00.00 Check #: 0	HEALTH SERVICES PT/OT	\$623.12
		10.5.2130.314.4620.05.00.00 Check #: 0	HEALTH SERVICES OT SUPPORT IDEA GRANT	\$4,535.63
			Vendor Total:	\$5,158.75
MOBILE MODULAR PORTABLE STORAGE		10.5.1100.314.0000.00.00.00 Check #: 0	K-12 PROF SERVICES	\$102.72
			Vendor Total:	\$102.72
NANCY PRIMBAS			Vendor Total:	\$102.72

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
PAM KOUTRAS	23888	10.5.1100.421.0000.00.00.00 Check #: 0	K-12 - DISTRICT REFUNDS	\$15.83
			Vendor Total:	\$15.83
PAM PETERS	24973	10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL - TRAVEL/CONF	\$27.14
			Vendor Total:	\$27.14
PFA	20247	10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$159.80
			Vendor Total:	\$159.80
PROSHRED		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$128.65
			Vendor Total:	\$128.65
READYREFRESH		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$114.30
			Vendor Total:	\$114.30
REPUBLIC SERVICES		10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$51.42
			Vendor Total:	\$51.42
SARAH SUMOSKI		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$770.23
			Vendor Total:	\$770.23
		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$35.24
			Vendor Total:	\$35.24

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1289

06/04/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
SHANNON DONATO		10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$51.93
			Vendor Total:	\$51.93
SIOBHAN GAYDUK		10.5.1205.640.0000.00.00.00 Check #: 0	SPEC ED DUES AND FEES	\$179.00
		10.5.2130.333.0000.00.00.00 Check #: 0	HEALTH SERVICES-MILEAGE REIMB	\$253.26
			Vendor Total:	\$432.26
SMITHEREEN EXTERMINATING COMPANY	4755	20.5.2540.320.0000.00.00.00 Check #: 0	OPER & MAINT PROP SERVICES	\$180.00
			Vendor Total:	\$180.00
SOMETHING FISHY INC.		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$75.00
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$46.00
		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$60.00
			Vendor Total:	\$181.00
SPECIAL EDUCATION SERVICES		10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$4,447.52
			Vendor Total:	\$4,447.52
STABRAWA, LORETTA	4310	10.5.3700.310.4620.05.00.00 Check #: 0	CONTR LBSI SERV PAROCH LS IDEA	\$1,800.00
			Vendor Total:	\$1,800.00
SYMMETRY ENERGY SOLUTIONS				

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1289 06/04/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
TARA FITZGIBBONS		20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NATURAL GAS	\$340.44
			Vendor Total:	\$340.44
TOMAS DEL TORO		10.5.2140.333.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES - MILEAGE REIMB	\$44.29
			Vendor Total:	\$44.29
TRUGREEN		10.5.2660.333.0000.00.00.00 Check #: 0	DATA PROECSSIONG--MILEAGE REIMBURSEMENT	\$250.00
			Vendor Total:	\$250.00
U.S.P.S.	20657	20.5.2540.320.0000.00.00.00 Check #: 0	OPER & MAINT PROP SERVICES	\$312.59
			Vendor Total:	\$312.59
UNIQUE PRODUCTS		10.5.2310.341.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -POSTAGE	\$680.00
			Vendor Total:	\$680.00
UNIVERSAL TAXI DISPATCH		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$6,529.44
			Vendor Total:	\$6,529.44
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$2,440.00
			Vendor Total:	\$2,440.00
			Grand Total:	\$177,367.54

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1229

Voucher Date: 05/01/2024

Prepared By:



Printed: 05/05/2024 12:11:20 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$2,464.67 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$2,464.67
		<hr/> \$2,464.67

SPECIAL CHECKS DRAWN IN MAY

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1229 05/01/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
CHICAGO GAELIC PARK		10.5.1100.335.0000.02.00.00 Check #: 43212	K-12 FIELD TRIPS/ACTIVITIES/IND	\$1,116.00
Vendor Total:				\$1,116.00
SOUND SONIC PROFESSIONAL ENTERTAINMENT		10.5.1100.335.0000.02.00.00 Check #: 43213	K-12 FIELD TRIPS/ACTIVITIES/IND	\$725.00
Vendor Total:				\$725.00
TREERING CORPORATION		10.5.1100.419.0000.00.00.00 Check #: 43214	K-12 -YEARBOOK	\$623.67
Vendor Total:				\$623.67
Grand Total:				\$2,464.67

End of Report

**District 128, Cook County
Palos Heights, Illinois**

BOARD MEETING June 12, 2024

Activity Fund Receipts and Expenses MAY 2024

	Balance 04/30/24	MAY Receipts	MAY Expenses	Balance 05/31/24
Indian Hill	1392.25	\$934.00	\$1,034.40	\$1,291.85
Chippewa	\$1,746.69	\$0.00	\$0.00	\$1,746.69
Navajo	\$1,011.76	\$34.05	\$482.81	\$563.00
Independence				
IJHS	\$6,981.50	\$2,809.98	\$7,394.62	\$2,396.86
Cheerleaders	\$163.71	\$0.00	\$50.00	\$113.71
Drama	\$1,675.21	\$3,914.00	\$450.85	\$5,138.36
Lunch	\$0.00	\$0.00	\$0.00	\$0.00
Poms	\$106.55	\$0.00	\$0.00	\$106.55
Student Council	\$322.90	\$0.00	\$0.00	\$322.90
TOTAL	<u><u>\$12,008.32</u></u>	<u><u>\$7,692.03</u></u>	<u><u>\$9,412.68</u></u>	<u><u>\$10,287.67</u></u>



Palos Heights School District 128

12809 S. McVicker Ave • Palos Heights, IL 60463
Phone: (708) 597-9040 • Fax: (708) 597 9089 • www.palos128.org

Merryl B. Brownlow, Ed.D.
Superintendent

RESOLUTION providing for the Certification of Serious Safety Hazard Conditions in Palos Heights School District 128 as required by the Illinois Revised Statute, Chapter 122, Paragraph 29-3.

WHEREAS, pursuant to the certification of the serious safety hazard conditions that have been identified by the Palos Heights School District 128 Board of Education and approved by the Illinois Department of Transportation and subject to the conditions required by the Illinois Revised Statute, Chapter 122, Paragraph 29-3, The Palos Heights School District 128, Cook County, Illinois, requests to retain the “approved status” of hazard routes unchanged and that Palos Heights District 128 requests to reaffirm that the hazard conditions still exist for the 2024 - 2025 school year. Identifying the following sequence numbers:

128-86-01
128-86-02
128-86-03
128-86-04
128-86-05
128-86-06
128-86-07
128-86-08
128-86-09
128-87-10
128-87-11
128-87-12
128-87-13
128-87-14
128-87-15
128-87-16
128-87-17
128-87-18
128-87-19
128-87-20
128-87-21
128-87-22

IN WITNESS WHEREOF, said Palos Heights School District 128, Cook County, Illinois, by its Board of Education, has caused this resolution to be signed by the President And the Secretary of said Board of Education and to be filed with the South Cook Intermediate Service Center and the Illinois Department of Transportation, and the attached Applications identifying the serious safety hazard findings, this 12th day of June, 2024.

William Grady
President - Board of Education

Kathy Lachowicz
Secretary - Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATE

I, _____, a duly qualified and acting Secretary of the Board of Education, Palos Heights School District 128, Cook County, Illinois, and keeper of the records thereof **DO HEREBY CERTIFY** that attached hereto is a true and correct copy of the resolution entitled:

RESOLUTION

Resolution providing for the re-certification of Serious Safety Hazard Conditions in Palos Heights School District 128 as required by the Illinois Revised Statute, Chapter 122, Paragraph 29-3

Adopted at a Regular Meeting of the Board of Education of said School District held on the 12^h day of June, 2024.

Kathy Lachowicz
Secretary - Board of Education
Palos Heights School District 128
Cook County, Illinois

INDIAN HILL
12800 S. Austin Ave
(708) 597-1285

CHIPPEWA
12425 S. Austin Ave
(708) 388-7260

NAVAJO HEIGHTS
12401 S. Oak Park Ave
(708) 385-3269

INDPENDENCE JR. HIGH
6610 W. Highland Dr
(708) 448-0737

Document Status: Review and Monitoring

2:50 Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur: [PRESSPlus1](#)

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

[105 ILCS 5/10-10](#), [5/10-16](#), and [5/10-16.5](#).

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 114, March 2024

Document Status: Review and Monitoring

2:60 Board Member Removal from Office

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the appropriate Intermediate Service Center to remove such member from office. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. [PRESSPlus1](#)

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board of Education to discuss District business only at a properly noticed Board meeting. [5 ILCS 120/](#). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*. [PRESSPlus1](#)

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on

the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. [50 ILCS 205/](#). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board

member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4](#).

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

4:20 Fund Balances

The Superintendent or designee shall maintain operating fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The School District will seek to establish year-end fund balances representing 50 percent of the annual revenues for each operating fund by budgeting a surplus in each fund.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

5:35 Compliance with the Fair Labor Standards Act

Job Classifications [PRESSPlus1](#)

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

[820 ILCS 105/4a](#).

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, [29 C.F.R. Parts 516](#), [541](#), [548](#), [553](#), [778](#), and [785](#).

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies. [PRESSPlus1](#)

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#); [29 C.F.R. §1630.1](#) *et seq.*

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1](#) *et seq.*

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

[820 ILCS 40/](#), Personnel Record Review Act.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Document Status: Review and Monitoring

5:210 Resignations

Please refer to the following current agreement: [PRESSPlus1](#)

"Palos Heights School District 128, PHEA Teacher Contract."

LEGAL REF.:

[105 ILCS 5/24-14.](#)

Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

ADOPTED: April 9, 2014

PRESSPlus Comments

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Issue 113, October 2023

Document Status: Review and Monitoring

6:40 Curriculum Development

Adoption [PRESSPlus1](#)

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

6:185 Remote Educational Program

Consistent with [105 ILCS 5/10-29](#), the Superintendent shall develop and maintain a remote educational program to provide certain qualifying students with an opportunity to participate in an educational program delivered remotely at all times, including during the COVID-19 pandemic. [PRESSPlus1](#)

In determining whether a remote educational program is appropriate to meet a student's individual learning needs, the District and a person authorized to enroll the student under [Section 10-20.12b of the School Code](#) (generally speaking, the student's parent or guardian) will consider, at a minimum, the student's prior attendance, disciplinary record, and academic history.

Participation in the Remote Educational Program

The Superintendent or designee may authorize individual student participation in a remote educational program if the following criteria are met:

- The student provides evidence of enrollment in the District pursuant to Board policies 7:60 *Residence* and 7:30 *Student Assignment and Intra-District Transfer*.
- The student must be a legal resident of the School District at all times during participation in the remote educational program.
- School District personnel must make a determination that the remote educational program is appropriate to meet the student's individual learning needs.
- The student's Individualized Education Program (IEP) team or Section 504 Team (if applicable) authorizes the remote instruction. The student's IEP summary or Section 504 Plan must set forth with specificity the special education and/or related services and/or accommodations the student will receive during the period of remote instruction.
- Space in the remote educational program is available; participation in the remote educational program will be on a first-come, first-served basis.
- The School District reserves the right to place students in the remote educational program as a disciplinary consequence, after providing the student with a hearing and opportunity to respond.

When it is determined that a student will participate in a remote educational program, School District personnel will prepare a remote educational plan for each individual student that is approved by the District and a person authorized to enroll the student (generally speaking, the student's parent or guardian). Amendments to the student's remote educational plan, if any, must also be approved in the same manner. In situations where the person authorized to enroll the student does not agree with the remote educational plan, the student will not be eligible to participate in the remote educational program, with the exception of students who are placed in the remote educational program as a disciplinary consequence.

The School District reserves the right to discontinue or revise the remote educational program at any time, in its sole discretion. The School District also reserves the right to specify the length of time that a student must remain enrolled in the remote educational program, e.g., by trimester, semester, or school year. Decisions to extend a student's participation in the remote educational program will take

into consideration the student's best interests, including the student's progress in the program.

Students participating in the remote educational program must participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340 *Student Testing and Assessment Program*.

Administrative Procedures

The remote educational program shall:

- Align its curriculum to State learning standards.
- Provide instruction and educational experiences consistent with those given to students at the same grade level in the District.
- Be delivered by instructors that meet the qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors have the responsibility for planning instruction, diagnosing learning needs, prescribing content delivery through class activities, assessing learning, reporting outcomes to administrators and parents/guardians, and evaluating the effects of instruction.
- Provide a remote educational program during the period of time from and including the opening date to the closing date of the District's regular school term. The program may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the District's calendar or any other provision of law restricting instruction on that day. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program.
- Comply with other State and federal laws and align with all applicable Board policies.
- Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF:

[105 ILCS 5/10-29](#) (as currently written and hereafter amended)

[23 Ill. Admin. Code 226.360](#) (as currently written and hereafter amended)

CROSS REF: 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), and 7:60 (Residence)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Draft Update - New

2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

New/Unpublished Section

NEW

Discrimination and harassment on the basis of race, color, or national origin [PRESSPlus1](#) negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct [PRESSPlus2](#)

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process [PRESSPlus3](#)

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

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

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

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. [PRESSPlus4](#) To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which: [PRESSPlus5](#)

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. [PRESSPlus6](#) The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, ~~employee handbook, staff intranet site,~~ [PRESSPlus7](#) and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website [PRESSPlus8](#) and including an age-appropriate summary of the policy in the student handbook(s). [PRESSPlus9](#)

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

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

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

105 ILCS 5/22-95 (final citation pending).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, the Racism-Free Schools Law (RFSL). The law requires school districts to have a written policy (or policies) in place by 8-1-24 that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation. Like other non-discrimination and harassment policies in the PRM, this new policy utilizes the existing complaint process in sample policy 2:260, *Uniform Grievance Procedure*.

The policy must contain the following: (1) descriptions of various forms of discrimination and harassment based on race, color, and national origin, including examples; (2) the district's internal process for filing a complaint regarding a violation of the policy; (3) an overview of the district's prevention and response program that includes procedures for responding to complaints of discrimination and harassment based on race, color, and national origin and retaliation; (4) potential remedies for a violation of the policy; (5) a prohibition on retaliation for making a complaint or participating in the complaint process; (6) the legal recourse available to the Ill. Dept. of Human Rights (IDHR) and federal agencies if a district fails to take corrective action; and (7) directions on how to contact IDHR.

For more information, see the PRESS Issue 114 Update Memo and the footnotes of sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 2. Required by 105 ILCS 5/22-95(b)(1)(A) (final citation pending), added by P.A. 103-472, eff. 8-1-24. The examples of discrimination and harassment under this subhead are based on definitions provided by the U.S. Dept. of Education's Office for Civil Rights, see

www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1 and www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf, and the U.S. Equal Opportunity Employment Commission, see www.eeoc.gov/racecolor-discrimination. **Issue 114, March 2024**

PRESSPlus 3. Required by 105 ILCS 5/22-95(b)(1)(B) (final citation pending), added by P.A. 103-472, eff. 8-1-24. **Issue 114, March 2024**

PRESSPlus 4. Required by 105 ILCS 5/22-95(b)(1)(F). **Issue 114, March 2024**

PRESSPlus 5. Items 1-6 must be addressed in a district's procedures for responding to complaints of discrimination and harassment based on race, color, and national origin. See sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 6. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to post this policy in their website if one exists. If the district does not maintain a website, strike this sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 7. 105 ILCS 5/22-95(b)(2) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires this policy to be "posted in a prominent and accessible location and distributed in such a manner as to ensure notice of the policy to all employees." A district website or staff intranet site qualifies as a prominent and accessible location. If a district does not maintain a website and/or staff intranet, delete ~~District website~~ and/or ~~staff intranet site~~ from this sentence, as applicable, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 8. If the district does not maintain a website, delete ~~posting it on the District's website~~ and from the sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 9. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to publish the policy in student handbook(s). The law also requires a district to annually distribute a "summary of the policy in accessible, age-appropriate language" to students and parents/guardians. The summary may, but does not have to be, included in a student handbook to satisfy the annual distribution requirement. For ease of administration, this sample policy refers to inclusion in the student handbook(s). Districts may find it cumbersome to include both the policy and an age-appropriate summary of the same policy in a handbook. Consult the board attorney for guidance if the district would like to include a hyperlink to the policy, rather than the full text of the policy in the handbook. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/msh. **Issue 114, March 2024**

Document Status: Draft Update

2:40 Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, and certain types of State or federal employment, and conviction of an infamous crime. [PRESSPlus1](#) A child sex offender, as defined in State law, is ineligible for Board of Education membership.

LEGAL REF.:

Ill. Constitution, Art. II, § 1; Art. IV, § 2(e); Art. VI, § 13(b).

[105 ILCS 5/10-3](#) and [5/10-10](#).

CROSS REF.: 2:30 ([Board of Education School District Elections](#)), 2:70 (Vacancies on the Board of Education - Filling Vacancies)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. Individuals who have been or are convicted of an infamous crime are ineligible for board membership. 105 ILCS 5/10-11. Examples of an infamous crime include, not are not limited to, any felony, bribery, and perjury. Consult with the board attorney regarding other possible infamous crimes. **Issue 114, March 2024**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if one believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) et seq.
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) et seq., excluding Title IX sexual harassment complaints governed by [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ [PRESSPlus1](#) Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) et seq.
4. [Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. \(see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*\) \[PRESSPlus2\]\(#\)](#)
5. ~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964)~~, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this

grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail oneself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on the individual's behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify the student's parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail the written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

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

Nondiscrimination Coordinator:

Merryl Brownlow

12809 S. McVickers Avenue
Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Complaint Managers:

Merryl Brownlow

Jason Smit

12809 S. McVickers Avenue
Palos Heights, IL 60463

12809 S. McVickers Avenue
Palos Heights, IL 60463

mbrownlow@palos128.org

jsmit@palos128.org

708-597-9040

708-597-9040

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

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

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

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

42 U.S.C. §2000e *et seq.*, [Equal Employment Opportunities Act](#) (Title VII of the Civil Rights Act of 1964).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act.

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

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

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

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

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

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 70/](#), Employee Credit Privacy Act, ~~70/10(b), and 70/25.~~

[23 Ill.Admin.Code §§1.240, 200.40, 226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin. Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 114, March 2024**

Document Status: Draft Update

2:265 Title IX Grievance Procedure

Title has been updated. Original Title: Title IX Sexual Harassment Grievance Procedure

Sexual harassment^{PRESSPlus1} affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

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

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

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

Definitions from [34 C.F.R. §106.30](#)

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Title IX Coordinator:

Merryl Brownlow

12809 S. McVickers Avenue
Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Processing and Reviewing a Report or Complaint

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

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.

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

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited),

7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. The policy title only is changed to delete the term *sexual harassment* in anticipation of Title IX rulemaking. The U.S. Department of Education is expected to release final Title IX regulations within the next few months. It is expected that the scope of the updated regulations will be expanded to apply to all sex discrimination allegations, not merely to allegations of sexual harassment (as current regulations do). **Issue 114, March 2024**

Document Status: Draft Update

4:190 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus1](#)
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus2](#)
5. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-21.7](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/24-24](#), and [5/27-23.7](#).

[105 ILCS 128/](#), School Safety Drill Act.

[745 ILCS 10/](#), Local Governmental and Governmental Employees Tort Immunity Act.

[29 Ill.Admin.Code Part 1500](#).

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and

Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. Updated in response to *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at:

www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf.

In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train staff and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, requires all district staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. Sample administrative procedures and exhibits can be accessed at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 2. In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train parents/guardians and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, encourages parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. **Issue 114, March 2024**

Document Status: Draft Update

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; 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; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for one's 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 ~~for the~~ 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. [PRESSPlus1](#) These individuals are listed below. No employee or applicant will be discriminated or retaliated against because one: (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 ~~for the~~ under Board policy 2:260, Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Merryl Brownlow

12809 S. McVickers Avenue
Palos Heights, IL 60463

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Complaint Managers:

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jsmit@palos128.org

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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. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.~~

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act.

[42 U.S.C. §2000e\(k\)](#), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[III. 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/](#), III. 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](#), III. 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/](#), III. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX [Sexual Harassment](#) 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)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; [PRESSPlus1](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be

made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

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

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

Nondiscrimination Coordinator:

Merryl Brownlow

12809 S. McVickers Avenue
Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Complaint Managers:

Merryl Brownlow

Jason Smit

12809 S. McVickers Avenue
Palos Heights, IL 60463

12809 S. McVickers Avenue
Palos Heights, IL 60463

mbrownlow@palos128.org

jsmit@palos128.org

708-597-9040

708-597-9040

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who

fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

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

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

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

For any other alleged workplace harassment that does not require action under [Board](#) policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under [Board](#) policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see [Board](#) policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

[42 U.S.C. §2000e](#) et seq., Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

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

[775 ILCS 5/2-101\(E\)](#) and (E-1), [5/2-102\(A\)](#), (A-10), (D-5), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

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

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

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

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

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. The policy is also updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

Removing all items that are not required to be included in policy to simplify the management of this policy and avoid potential annual changes based on constantly changing state requirements.

Document Status: Draft Update - Rewritten

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. [PRESSPlus1](#) 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*), [PRESSPlus2](#) 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: [PRESSPlus3](#)

1. Health conditions of students, including but not limited to training on:
 - a. Chronic health conditions of students;
 - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting; [PRESSPlus4](#)
 - d. 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;
 - e. 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;
 - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable. [PRESSPlus5](#)
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*).
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 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

~~Additional Training Requirements~~

In addition, the staff development program shall include each of the following: ~~PRESSPlus6~~

1. ~~Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.~~
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 as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
10. 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. [PRESSPlus7](#)
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [PRESSPlus8](#)

~~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*. [Q1](#)~~

LEGAL REF.:

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

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

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

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

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

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

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

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

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (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)

Questions and Answers:

***Required Question 1. For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

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

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

Would the board like to add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800?

No. (Default)

○ Yes. (IASB will add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800.)

PRESSPlus Comments

PRESSPlus 1. This policy is rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24. For more information, see the footnotes of sample policy 5:100, *Staff Development Program*, available at PRESS Online by logging in at www.iasb.com.

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 114, March 2024**

PRESSPlus 2. Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. **Issue 114, March 2024**

PRESSPlus 3. This list of in-service trainings is required by State law but only numbers 4, 5(d), and 7 are required to be specified in board policy. **Issue 114, March 2024**

PRESSPlus 4. Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

Issue 114, March 2024

PRESSPlus 5. From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-

1-24. **Issue 114, March 2024**

PRESSPlus 6. Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. **Issue 114, March 2024**

PRESSPlus 7. Updated in response to 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 8. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504. **Issue 114, March 2024**

Document Status: Draft Update

5:300 Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.:

~~Fair Labor Standards Act, 29 U.S.C. §§207 et seq and 218d, Fair Labor Standards Act.~~ [PRESSPlus1](#)

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), [5:35 \(Compliance with the Fair Labor Standards Act\)](#)

~~ADOPTED: January 10, 2018~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 114, March 2024**

Document Status: Draft Update

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, 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 of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus1](#)

Sex Equity

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

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's 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.

[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](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update

Recommend as Presented;
Legal Updates

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. [PRESSPlus1](#)
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, 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.

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 114, March 2024**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; [PRESSPlus1](#) association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, [PRESSPlus2](#) Title IX ~~Sexual Harassment~~ *Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, Title IX ~~Sexual Harassment~~ *Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

Nondiscrimination Coordinator:

Merryl Brownlow

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mbrownlow@palos128.org

708-597-9040

Complaint Managers:

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

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

Investigation Process

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

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

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

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

Prohibited. [PRESSPlus3](#)

For any other alleged student harassment that does not require action under [Board policies](#) 2:265, [Title IX Sexual Harassment Grievance Procedure](#), or [2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited](#), the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under [Board policies](#) 2:260, [Uniform Grievance Procedure](#), and/or [7:190, Student Behavior](#), should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

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

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) et seq., Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

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

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX **Sexual Harassment** Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update

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

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, ^{PRESSPlus1} pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by ~~at the S school D~~ district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only ~~in cases in which when~~ a school administrator or teacher receives a report that bullying through this means has occurred ~~and~~; it does not require ~~a district or school to~~ staff ~~or~~ members to monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public

humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements listed below:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. and discuss, aAs appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period. [PRESSPlus2](#)
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the a bullying incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights,

providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy

was re-evaluated and no changes were deemed to be necessary; or

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

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972. [PRESSPlus3](#)
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act. [PRESSPlus4](#)
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. The bases are also re-ordered to align with the order they are listed within the Ill. State Board of Education (ISBE) Model Bullying Prevention Policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf).

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, requiring notification within 24 hours to the parents/guardians of students involved in bullying incidents. **Issue 114, March 2024**

PRESSPlus 3. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

The IESA provides the leadership and framework to ensure safe, equitable opportunities for students who are enriched through participation in education-based interscholastic activities.

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This 2023-24 edition of the Handbook was revised in June 2023. Some sections have been renumbered for clarification purposes. Items shaded in gray are changes for the 2023-24 school year.

Please contact the IESA office if you have questions or further suggestions for changes. Permission is granted to reproduce pages for use by administration, coaches, instructors, and directors.

Member School Responsibilities

- It is the responsibility of each member school to control its interscholastic athletic program in compliance with the rules and regulations of the Association.
- It is the responsibility of each member school to protect the health of and provide a safe environment for each participating student.
- In order to promote the character development of participants and to enhance the integrity of educating students, coaches and all others associated with their programs and events, member schools should adhere to fundamental values such as respect, fairness, honesty and responsibility.

DIVISION 1

1.000 IESA CONSTITUTION

1.100 NAME AND OBJECTIVES

- 1.110** This Association shall be known as the Illinois Elementary School Association (IESA). The Association shall be registered with the State of Illinois as a not-for-profit corporation.
- 1.120** This Association through the employment of the instrumentalities hereinafter established shall:
- regulate all of the interscholastic activities in which its member schools may engage; and
 - perform such other functions related to interscholastic activities as may from time to time be approved and adopted by the Board of Directors.
- 1.130** In the performance of these functions, the ultimate educational objectives of the Association are:
- to elevate standards of sportsmanship;
 - to encourage the growth of responsible citizenship; and
 - to encourage academic excellence.

1.200 MEMBERSHIP

1.210 Public Elementary Attendance Centers

Any public elementary attendance center housing grades five through eight or any combination thereof, may become a member of this Association provided:

- the school is supported by public taxation;
- this Constitution and By-Laws have been adopted by the Board of Education or Board of Directors of the petitioning school as the code governing its interscholastic activities in which it is participating in IESA state-conducted tournaments or contests;
- the school is recognized by the Illinois State Board of Education;
- the governing body shall designate the principal as the attendance center representative to the IESA;
- application for membership must be approved and adopted by the governing body of the school district and signed by its president and secretary, and the principal; and
- each member school shall pay such dues and fees as are required by this Constitution.

1.220 Non-Public Elementary Attendance Centers

Any non-public elementary attendance center housing grades five through eight or any combination thereof, may become a member of this Association provided:

- this Constitution and By-Laws have been adopted by the governing body for the petitioning school for its interscholastic activities;
- the school is recognized by the Illinois State Board of Education;
- the governing body shall designate the principal as the attendance center representative to the IESA;
- application for membership must be approved and adopted by the governing body of the school district and signed by its president and secretary, and the attendance center representative; and
- each member school shall pay such dues and fees as are required by this Constitution.

1.230 Elementary Attendance Centers Governed by the State of Illinois

Any elementary attendance center governed by the State of Illinois housing students in grades five through eight, or any combination thereof, may become a member of this Association provided:

- this Constitution and By-Laws have been adopted by the governing body for the petitioning school for its interscholastic activities;
- the school is recognized by the Illinois State Board of Education;

- the governing body shall designate the principal as the attendance center representative to the IESA;
- the application for membership must be approved and adopted by the governing body of the school district and signed by its president and secretary, and the attendance center representative; and
- each member school shall pay such dues and fees as are required by this Constitution.

1.240 The Board of Directors shall rule upon the membership petition of any elementary attendance center if there is a question on meeting the requirements of membership as stated herein. Schools that are not eligible to receive recognized status from the Illinois State Board of Education shall petition the IESA Board of Directors for membership by completing the membership form available on the IESA website.

1.250 Certificate of Membership

Upon meeting the requirements of membership in this Association, the Association shall cause a certificate of membership to be issued to each member.

When there is more than one member school in the same school district, the membership division for all schools in that district shall be determined by the location of the district office. The IESA office shall be notified of any change in the location of the district office or member schools.

1.300 BOARD OF DIRECTORS; REQUIRED DIVISION MEETINGS

1.310 Authority

The administrative authority of this Association shall be vested in a Board of Directors.

1.320 Membership

The Board of Directors shall be composed of a like number of members as there are membership divisions. For the 2023-24 school year, members shall be elected from Divisions A, E, L, M, and N. For the 2024-25 school year, members shall be elected from Divisions B, D, F, H, and J. For the 2025-26 school year, members shall be elected from Divisions C, G, I, K, and O.

Persons serving on the Board of Directors must be elementary school administrators with a valid administrative certificate who hold the position of superintendent, assistant superintendent, principal, or assistant principal from a member school in their respective membership divisions.

1.330 Nominations

Not later than November 1, the Board of Directors shall cause to be electronically mailed to the representative of each member school in each division in which a Board of Directors' member is to be elected, a letter requesting a nomination from among the administrators in that division for membership to the Board of Directors and indicating the incumbent member of the Board. Nominations must be in the office of the Association by November 10. Persons nominated must meet the criteria detailed in section 1.320 of the Constitution.

The Executive Director shall tally the nominations. The two administrators from each membership division receiving the highest number of nominations, including ties, who accept such nomination shall be declared the nominees and placed on the election ballot with the incumbent. If there is no incumbent, then the three administrators with the highest number of nominations, including ties, who accept the nomination shall be placed on the final ballot.

1.340 Election

Not later than November 11, the Board of Directors shall cause to be electronically mailed to the representative of each member school in each division in which an election is to be held, a ballot on which are the names of the nominees. Each principal shall mark the ballot in the regular manner, voting for one of the nominees. This ballot shall be submitted to the office of the Association by November 20. All voting will be conducted online.

The President shall appoint a committee of three tellers who shall meet before the annual January meeting and canvass the ballots. They shall then certify to the Board of Directors the results of the balloting, and the Board shall declare the individual in each membership division receiving the higher number of votes to have been elected. In case of a tie vote in any membership division, the tie votes shall go back to that membership division to be voted on again.

1.350 Term of Office

Members of the Board of Directors shall be elected for three years and shall take office at the conclusion of the January regular meeting of the Board following their election. They shall serve until their successor is elected; until they cease to be an elementary school administrator in the Division from which they were elected, or until they tender their resignation from the IESA Board, and it is accepted by the Board of Directors.

1.360 Vacancies

In case of vacancy, the President shall appoint an administrator who meets the criteria established in section 1.320 of the Constitution from a member school in the division in which the vacancy occurs to serve until the time of the regular election in that division.

1.370 Board of Director Meetings

The Board of Directors shall meet in September, January, April, and June of each year on a date to be determined by the Board. The time and place of the meeting shall be determined by its members. Special meetings may be called by the President and must be called upon written request of any five members of the Board. A conference call when a quorum is present shall constitute a special meeting.

In case an elected member of the Board of Directors cannot attend a regularly scheduled Board of Directors meeting, that member may appoint another administrator from the membership division to attend and represent the division in his/her absence. The substitute shall have full voting privileges at the meeting, except for personnel matters. The Executive Director must be notified prior to the meeting should this occur.

1.371 Required Division Meeting Attendance

Member schools are required to attend one of the Division Meetings that are held online each year. At least one representative from each member school will be required to login and watch the presentation. Several presentations will be held each fall. Schools can also meet the Division Meeting requirement by attending the meeting that is held in conjunction with the athletic director workshop sponsored by the IESA. Feeder schools which do not enter any IESA sponsored activities are exempt from the division meeting requirement. Schools that only enter the IESA for speech or scholastic bowl can receive credit for attending a Division Meeting if a representative of that school attends the IESA sponsored workshop for that activity.

Failure to comply with this requirement will result in probation for one year. A school that fails to attend a Division Meeting for two consecutive years will have their membership suspended for a period of one year beginning on January 1 following the school's second consecutive non-compliance with this requirement. During the suspension, the school is not eligible to participate in any IESA state series activity. To be reinstated, a school would need to attend a Division Meeting the school year after the second consecutive missed meeting. That meeting will be held at the IESA office. A school that is facing suspension for failure to attend a Division Meeting for two consecutive years may elect to pay a \$500.00 fine and attend a Division Meeting held at the IESA office to avoid being placed on the one-year suspension.

1.400 POWERS AND DUTIES OF THE BOARD OF DIRECTORS & ADMINISTRATIVE STAFF

1.410 Quorum

A majority of the Board of Directors shall constitute a quorum. When a vote is taken upon any matter pending before the Board, a quorum being present, a majority of the votes of the members of the Board voting on the matter shall determine the outcome thereof. On roll-call votes, the motion-maker shall be called first, the person seconding the motion shall be called second, followed by membership divisions of the person making the second, with the President being called last.

1.420 Authority

The members of the Board of Directors of the Illinois Elementary School Association are hereby authorized to interpret the Constitution and By-Laws and to exercise all the powers and duties expressed or implied in this Constitution and By-Laws based on its reasonable belief, understanding or knowledge of the circumstances, and to act as an administrative board in the interpretation of and final decision on all questions and appeals arising from the directing of interscholastic activities of member schools.

Emergency Governance Provisions

There may be emergencies that arise which require the Board of Directors to act expeditiously. The Board of Directors actions will attempt to balance the interests of the member schools against the circumstances of an emergency as defined below. In addition to actions, the Board may also adopt emergency bylaws to address any urgent situations it deems appropriate.

A "Major Emergency" means a major national, state or local emergency caused by a natural disaster, health crisis, terrorist, or other significant event resulting in serious disruption in normal life over multiple days or an extended period of time.

"Necessary emergency action" means action that is deemed by the Board of Directors to be necessary to be taken by such body immediately, under circumstances in which it is not reasonable to wait until normal conditions have returned. All necessary emergency actions taken by the Board of Directors pursuant to the Constitution and By-Laws shall be deemed duly authorized and approved.

During an emergency situation, the Board may deem it necessary to act inconsistently with current bylaws.

When an Appeals Panel conducts a hearing under the provisions of By-Law 5.050, such panel shall have the authority to make a final decision without further action by the Board of Directors.

1.430 Provide Employees

The Board of Directors shall conduct all business of the Association, shall be empowered to employ an Executive Director with such assistants as may be found necessary to carry on the affairs of the Association, and to provide office facilities, by rental, purchase, or other means, and other employees for the proper conduct of the business of the Association.

1.440 Authority of the Executive Director

The Executive Director shall have the authority to decide and rule on all matters concerning eligibility, protests, by-laws or rules. The Executive Director may modify the effect or penalty for violation of or non-compliance with any by-law or rule if the circumstances causing the student or school to be ineligible or otherwise in violation of or non-compliance with the by-law or rule are determined, after full investigation:

1. to have been completely beyond the control of all of the following:
 - a. the student
 - b. the student's parent/guardian
 - c. the school
2. or where the ineligibility or violation has been caused exclusively by a clerical or administrative error.

Rulings and decisions of the Executive Director may be appealed in accordance with the Constitution and By-Laws of the Association.

1.450 Duties of the Executive Director

The Executive Director shall:

- keep a register of the post office address of each member and of each of the members of the Board of Directors and furnish copies to each member annually;
- keep the actual minutes of the meetings of the Board of Directors;
- see that all notices are duly given with the provisions of the By-Laws or as required by law;
- be the custodian of the corporate records and of the corporate seal of the Association provided by the Board of Directors and see that the seal of the Association is affixed to all necessary documents;
- collect all membership fees and dues from all members as provided in these By-Laws;
- prepare and issue certificates of membership in this Association to all qualified members;
- be responsible for the collection of all entry fees and all monies due from any source or purpose to the Association and keep proper books of account therefore;
- shall furnish a bond, the amount of which shall be determined by the Board of Directors, premium on which shall be paid by the Association;
- in general perform all duties incident to the office of Executive Director and such other duties as from time to time may be assigned by the President or the Board of Directors.

1.460 Authority of the Associate Executive Director and Assistant Executive Directors:

The Associate Executive Director, in the absence of the Executive Director, shall have the authority to make decisions in matters covered by the Constitution and By-Laws when a decision is required by a member school. In the absence of the Executive Director and the Associate Executive Director, the Assistant Executive Directors shall have the authority to make decisions in matters covered by the Constitution and By-Laws when a decision is required by a member school. Each administrator shall have the authority to decide and rule on all matters pertaining to eligibility, protests, and compliance with the Constitution, By-Laws, and rules of this Association for those activities in which they have primary responsibility. They may impose such penalty as may be allowed or prescribed by the IESA Constitution, By-Laws, sports rule, or other regulation adopted by the Board of Directors for those activities in which they have primary responsibility. Rulings and decisions of these administrators may be appealed in accordance with the Constitution and By-Laws of the Association.

1.470 Duties of the Associate Executive Director and Assistant Executive Directors:

- work with and be responsible to the Executive Director of the Association;
- be regularly involved with both member and nonmember schools;
- in general, perform all duties related to the responsibilities of these positions and such other duties as from time to time may be assigned by the Executive Director, the President, or the Board of Directors.

1.480 Statewide Interscholastic Activities

The Board of Directors shall have sole authority, subject to the provisions of the Constitution and By-Laws, to organize and conduct statewide interscholastic activities among the members of this Association and may by resolution provide the conditions upon which any member school may participate therein. The Board may call upon specialists from the various activity areas for such technical or other advice and assistance as may seem necessary. The expenses of

such specialists incurred in activities ordered by the Board of Directors shall be paid by the Association.

1.490 Division of Member Schools

The members of this Association shall be divided into fifteen (15) membership divisions by the Board of Directors. The divisions shall follow county lines and shall consist of compact and adjacent territories and shall be equalized as nearly as possible as to the number of members to provide for equal representation.

The Executive Director will review the composition of the divisions and submit findings to the Board of Directors by January 2027 and every 5 years thereafter, or earlier if deemed necessary. The Board of Directors shall review the compositions of the existent Divisions and, if deemed necessary or advisable, shall redistrict the State effective on July 1. The number of divisions may be changed if deemed necessary.

Illustration for Section 1.440

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Are appeals of decisions made by the administrative staff permitted?

A. Yes. The provisions of Division 5 of the By-Laws outline such an appeal procedure.

Q. What is a clerical or administrative error?

A. An inadvertent or unintentional error or omission that results in technical, rather than substantive, noncompliance with these by-laws. The failure to comply with any affirmative requirement of these by-laws shall not be deemed a clerical or administrative error.

1.500 OFFICERS

1.510 Officers of Board of Directors

The officers of the Board of Directors shall be President, Vice-President, and Secretary/Treasurer all of whom shall be elected by and among the members of the Board of Directors at the January meeting. The offices of Secretary and Treasurer may be held by one board member.

1.520 Term of Office

Officers shall be elected annually by the Board of Directors at the meeting during which the ballots from the election of members of the Board of Directors are canvassed and after new members have been seated. Officers shall be eligible to succeed themselves provided they continue to be members of the Board of Directors. When a vacancy in one of the officer positions occurs, the members of the Board shall elect a replacement for the vacant position.

1.530 President

The President shall perform the duties which regularly devolve upon the position of President. The President shall appoint members to the Finance Committee and Staff Relations committees.

1.540 Vice-President

The Vice-President shall perform the duties which regularly devolve upon the position of Vice-President and shall serve as Parliamentarian for all meetings of the Board of Directors.

1.550 Secretary

The Secretary shall be responsible for the minutes of all board meetings and shall be responsible for all official communications on behalf of the Board as may be required by law or required to carry out the business affairs of the Association.

1.560 Treasurer

The Treasurer shall perform the duties which regularly devolve upon the position of Treasurer. The Treasurer shall also serve as the chair of the Finance Committee.

The Treasurer shall furnish a bond, the amount of which shall be determined by the Board of Directors, premium on which shall be paid by the Association.

The Treasurer shall be responsible for all funds of the Association and shall present an annual budget to the Board of Directors.

The Treasurer's accounts shall be audited annually at the close of each fiscal year and before the September meeting of the Board of Directors by an auditing firm selected by the Board of Directors.

1.600 FINANCIAL STRUCTURE AND MANAGEMENT

1.610 Fiscal Year

The fiscal year of the Association shall be from July 1 to June 30.

1.620 Dues and Assessments

The Board of Directors shall be authorized to establish, collect, and levy annual dues and entry fees, and such other penalties and assessments upon all schools for membership and participation in the activities of the Association.

Such dues, fees, and assessments shall be determined by the Board to meet the annual budget approved for the operation of the Association.

1.630 Date of Payment of Dues and Entry Fees

The annual school membership dues shall be paid by the postmarked date of Monday of Week 49 as listed on the IESA standardized calendar. The membership year shall be from the date received until the membership dues entry deadline during the following June.

The Board of Directors shall establish entry fee deadlines for each activity sponsored by the Association. No entry fees for activities will be accepted until membership dues are paid. No school will be permitted to participate in an interscholastic activity until entry fees are paid through the office of the Association.

Entry deadlines, late entry deadlines, and penalty fees shall be listed for each activity in the By-Laws. [Section 5.000]

1.640 Compensation

The Board of Directors shall have authority to approve the expenses of the directors, committee members, and such other persons as deemed necessary for attendance at meetings, or such other purposes as directed by the Board.

1.700 ADVISORY COMMITTEES

1.710 Organization

A member of the IESA administrative staff shall chair the Advisory Committees as non-voting members and appoint members reflecting statewide participation on each committee as much as possible as follows:

- Athletic Directors (Members as needed)
- Baseball (6 Coaches, 1 Administrator, 1 Official)
- Basketball (8 Coaches, 1 Administrator, 1 Official)
- Bowling (Members as needed)
- Cheerleading (6 Coaches, 1 Administrator, 1 Official)
- Chess (Members as needed)
- Citizenship & Sportsmanship (8 representatives)
- Cross-Country (6 Coaches, 1 Administrator)
- Emerging Sports (Members as needed)
- Golf (Members as needed)
- Speech (6 Coaches, 1 Administrator)
- Music (6 Directors, 1 Administrator)
- Scholastic Bowl (6 Coaches, 1 Administrator, 1 Moderator)
- Softball (6 Coaches, 1 Administrator, 1 Official)
- Track and Field (8 Coaches, 1 Administrator, 1 Official)
- Volleyball (6 Coaches, 1 Administrator, 1 Official)
- Wrestling (6 Coaches, 1 Administrator, 1 Official)
- Officials (1 Official from each sport plus 1 Administrator)

1.720 Duties and Authority of Advisory Committees

Each appointed coach shall be currently coaching in the activity. Each coach shall serve a maximum term of four years in succession. Each coach should have his or her administrator's approval to serve on the committee and to attend meetings.

Each appointed administrator shall serve for four years in succession. The administrator's school must be involved in the activity of the appointment.

Each appointed official shall serve for four years and shall be licensed with the Illinois High School Association in the respective athletic activity. The Scholastic Bowl moderator who serves on the Scholastic Bowl advisory committee shall serve for four years.

Each appointed coach, administrator, and official shall have a voting privilege on the committee.

Advisory committee members must resign if their school no longer participates in the activity or if they are not coaching in the activity. The chair shall appoint a replacement to complete a term upon resignation.

Persons interested in serving on the Advisory Committees should complete the form available on the IESA website.

1.800 BOARD COMMITTEES

The standing Board Committees shall be as follows and meet at least once annually:

- Finance (4 Board members)
- Staff Relations (4 Board members)

Board members serving on these committees shall be appointed by the President of the Board of Directors.

1.900 AMENDMENTS

Proposals to amend the Constitution and By-Laws shall be submitted by the administrator of any member school provided they are filed with the Executive Director of the Association not less than twenty (20) days before consideration by the Board of Directors. Proposals may also be submitted by chairs of the Standing Committees through committee recommendations and by the IESA Administrative staff.

All proposed amendments to the Constitution and By-Laws and all other proposed changes of a permanent character shall be referred to the Board of Directors for final action.

Each amendment to the Constitution and By-Laws shall become effective on the following July 1 unless otherwise specified by the Board of Directors.

Changes not covered within the existing Constitution and By-Laws shall be covered by procedures in Roberts' Rules of Order.

DIVISION 2

2.000 SCHOOL BY-LAWS

2.010 COMPLIANCE WITH RULES; STRIKE BY-LAWS

- 2.011** Member schools of this Association shall adopt the Constitution, By-Laws, and all governing rules for the member's interscholastic activities at the grade levels in which the member participates in the IESA tournament, and shall enforce all provisions thereof. The provisions shall not be waived by agreement or otherwise by a member school in activities with a member or nonmember.
- 2.012** Except as provided herein, members of the Association, in all athletic activities at the grade levels in which they participate in the IESA state-sponsored tournament series, shall be permitted to participate with one team. That team may only be comprised of either boys or girls as that athletic activity is designated by the IESA unless the school follows the provisions of By-Law 3.110 regarding girls participation on a boys team.
- 2.013** All member schools must submit the information concerning athletic participation as required by the State Board of Education when completing the online membership process. Members must also have available upon request by the Executive Director all information pursuant to Sections 2.030 and 3.020.
- 2.014** All interscholastic athletic games, meets, and contests participated in by IESA member schools shall be governed only by the rules written or officially adopted for those respective sports by the National Federation of State High School Associations and modified by the IESA (see Section 4.000). Schools hosting IESA state series contests that do not uphold the By-Laws or Terms and Conditions of a given activity governing the conduct of those contests may be subject to sanctions as determined by the Executive Director.
- 2.015** **School Strike Provisions**

Representatives of member schools shall not participate in interscholastic activities during a strike when the member school does not have 51% of its students in attendance and is not meeting the minimal educational requirements of the State Board of Education.

Under the following criteria, regularly scheduled practice sessions may be held during the period when school is not fully operating:

1. They must be conducted for the same length and frequency they would be if school were fully operating;
2. They must be approved by the local Board of Education and school administration;
3. They must be conducted by qualified personnel who meet the provisions of By-Law 2.110; and
4. They must be conducted in such a manner that assures the health and safety of the participants.

If a school is on strike and not in legal session, as defined by the Illinois State Board of Education, on the date of the beginning competition in any IESA state series, students from that school may not participate in the state series.

However, when students from any member school first participate in the beginning level of competition in a given state series, that state series is considered to have begun for all entered schools. If a school subsequently incurs a strike, the qualified teams and/or students will be permitted to continue participating in the state series, with local Board of Education approval, so far as the IESA strike By-Laws are concerned, even though their school may not be in legal session on the dates of subsequent state series competition in that activity.

The IESA school strike provisions do not restrict schools from participating in activities on days when school is not held due to weather or other emergencies. The provisions apply only to situations in which school is not operating due to strike circumstances.

A school that is on strike may host an interscholastic event in which other schools participate. The striking school may not participate in the event.

See Division 5.000 for non-compliance of rules.

Illustrations for Section 2.010

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Will the IESA govern fifth and/or sixth grade athletic teams sponsored by member schools that do not enter the IESA state series in a given activity?

A. No.

Q. If a school enters only the seventh-grade tournament of an activity, is the eighth grade team from that school governed by the IESA?

A. No.

Q. Do these and all other regulations govern fifth and sixth grade individuals who are members of junior high school athletic activities?

A. Only those who actually participate on a 7th and/or 8th grade team.

Q. May a regularly-scheduled contest be played on a Saturday if one of the participating schools was on strike on Friday?

A. No, this would be against the intent of this By-Law.

Q. Could a member school which is not in attendance due to a strike participate in an interscholastic contest?

A. A school shall not engage in an interscholastic activity unless 51% of the school's students are in attendance and the minimum program required by state law is being offered. This is in conformity with policy established by the Illinois State Board of Education. See By-Law 2.015 for additional strike provisions.

2.020 RESPONSIBILITY OF THE PRINCIPAL

- 2.021** The principal of a member school shall be responsible to this Association for matters pertaining to all athletic as well as non-athletic activities of his/her school. In addition, he/she shall be responsible to ensure that his/her school is properly represented at all interscholastic events and be responsible for the conduct of the contestants and other persons from his/her school.

Illustrations for Section 2.021

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Must the principal personally be present at all interscholastic activities?

A. No. The principal is responsible to ensure proper supervision by officially designated school personnel. Such personnel shall meet the requirements as detailed in By-Law 2.110.

Q. What is "proper supervision"?

A. This term is viewed to require the presence of a certified person employed by the Board of Education and such other personnel as may be necessary to provide control of and be responsible for the safety and welfare of the participants and spectators.

Q. May a coach who is coaching a contest serve as the school's supervisor at an interscholastic contest?

A. No. By-Law 2.092 clearly states that an administrator or school representative, other than the participating coach, must be in attendance at all home contests. Therefore, a coach who is coaching a contest cannot be the school supervisor. It is the principal's responsibility to ensure proper supervision at contests.

2.030 ATTENDANCE & HOME SCHOOL ELIGIBILITY

- 2.031** Students must attend member schools and may only represent in competition the school they actually attend. See exceptions noted below and 2.140.
- 2.032** In music organizational events, students from more than one member school may participate together in an event entered by one member school.
- 2.033** The Executive Director shall have discretion to authorize the use of students from member feeder schools in junior high school activities provided:
- They are students at an elementary attendance center located in the same school district which feeds the junior high school; and
 - They are not members of a grade school team in a sport, scholastic bowl team, speech chorale reading group, or music organization group which is entered in the IESA state tournament series; and
 - They are members of the junior high school athletic or scholastic bowl team for at least one-half of the regular season contests; and
 - Request for use of these feeder students is submitted by the junior high school principal to the Executive Director prior to participation in any given activity; and
 - They are eligible under and in compliance with the requirements of these By-Laws; and
 - The junior high school principal assumes full responsibility for the conduct of these students during all activities in which they represent the junior high school.

2.034 Students who are receiving their education through home schooling may be eligible at the public school at which the student would regularly attend, providing they are in full compliance with the following requirements: all eligibility By-Laws other than the attendance By-Law, the home schooled student's work must be accepted by the school district in which the student resides and be granted credit toward graduation by that school district, the school district shall establish a method to monitor the academic performance of the home schooled student on the same basis as for students in regular attendance at the school, and the school certifies that the student is meeting the minimum academic eligibility standards for participation. The school at which the student will participate is required to keep all records to verify compliance with these requirements in the event the IESA is required to rule on the eligibility of the home schooled student.

2.035 Students who are receiving their education through an alternative education plan may be eligible only at the public school at which the student would regularly attend in the school district where the parents/guardian resides, providing they are in full compliance with all of the following requirements: all eligibility By-Laws other than the attendance By-Law, the student's work must be accepted by the school district in which the student resides and be granted credit toward graduation by that school district, the school district shall establish a method to monitor the academic performance of the alternative education student on the same basis as for students in regular attendance at the school, and the school certifies that the student is meeting the minimum academic eligibility standards for participation. The school at which the student will participate is required to keep all records to verify compliance with these requirements in the event the IESA is required to rule on the eligibility of the alternative schooled student.

Illustrations for Section 2.030

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Must a contestant be in school on the day he or she desires to participate in an interscholastic activity?

A. The contestant is not required to do so by the Association rules. Many schools maintain local policies of this sort which would determine if he or she would be permitted to participate.

Q. What is the definition of "the school which they actually attend"?

A. "The school which they actually attend" shall be viewed as the school at which a student is enrolled and permanent records are kept. The only exceptions to this definition would be students who are classified as special education, feeder school, involved in a cooperative team sponsorship, a music organization entry, or meet the criteria in By-Law 2.034 or 2.035

Q. May students from feeder elementary schools participate in a music solo and ensemble or speech contest as representatives of the middle school/junior high school which is an IESA member?

A. Yes. Students who attend a feeder school to their middle school or junior high school may represent the feeder grade school or they can represent the middle school/junior high school in these activities. Each feeder school must be an IESA member school. If the feeder school students will be representing the middle school/junior high school, the entries must be sent in with the middle/junior high school entries. If the student is going to represent the feeder grade school, then the entries must be received from the feeder school. Please see By-Law 2.033 for an exception for chorale reading groups in speech contests.

Q. How often must the written request to use students from feeder schools be made?

A. Annually. Permission shall be granted only after feeder schools have paid membership dues to the Association.

Q. Could a member junior high school bring up their best sixth graders from its three feeder schools to play on a tournament team?

A. Yes, provided the principal complies with the provisions of By-Laws 2.033 and all the requirements of By-Law 3.010.

Q. Can a student who is home schooled for a portion of the day and also attends a public school for a portion of the day participate for the public school?

A. Only if the district meets all the provisions of the home school By-Law.

Q. Softball practice begins in July. We have a new girl in our district, and we have been told she wants to try out but she has yet to register for classes because our registration is not held until the first week of August. Is she eligible to try out and participate for the team if she has not registered or moved to the district yet?

A. In general, this girl would be eligible to try-out, practice, and play in the days prior to the official opening of the new school year. Since practice and games begin before school starts, schools really do not have 100% assurance that even the students who were in attendance the previous school year will actually enroll when school begins. However, in this instance, the principal needs some assurance that the girl is going to be a bona fide resident of the district and intends to register for classes. Assuming she does register, is a resident of the district, and seemingly plans to attend classes, then she is certainly eligible to continue participating for the school team. If after the first day of classes, she has not registered, did not attend classes, and/or does not live in the district, then she must be removed from the team immediately until she meets all eligibility and residence requirements. Schools would not be required to forfeit any games in which the girl played if she does not attend class the first day as long as she is removed immediately.

2.040 SCHOLASTIC STANDING

- 2.041** All contestants shall be in grades five through eight (5-8) and shall not have passed eighth grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school.
- 2.042** A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.
- 2.043** For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.
- 2.044** The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.
- 2.045** For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

Illustrations for Section 2.040

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Q. We are in the 5th week of our nine-week grading period. During our weekly grade check we discovered that we have a student who is receiving four A's and one F in all subjects. Is that student eligible to participate?

A. No. Since grades are cumulative for a grading period and the student is not passing all subjects, the student is ineligible for the following week. When the grade check is taken the following week and if the student is now passing all five subjects, then the student will regain eligibility.

Q. When a student is ineligible for a given week because of grades, may that student participate in practices held during the week of ineligibility?

A. This is a local school decision.

Q. My school will be on winter vacation from December 21-January 5. We took a grade eligibility check on Friday, December 20. If we have members of our boys basketball team who are grade ineligible, are they able to play in contests held during break and/or the week of January 6-11?

A. No. Students who were grade ineligible with the last weekly grade check remain ineligible for all contests until the next weekly grade check is conducted. In this particular situation, the student would be ineligible for a total of three weeks---the two weeks during the winter break and the first week that students return to school. Eligibility for the week starting January 13 will depend on the grade check taken the week of January 6.

Q. Our teacher's grades are due to the office by 3:00 p.m. each Thursday to determine grade eligibility for the following week. One of my teachers reported a failing grade for a student when he turned in grades. On the following Monday, the teacher reported that the student who was failing turned in an extra credit report over the weekend and was now considered passing. Is this student eligible?

A. No. The student is ineligible since he was failing on the day that grades were due to the office. The fact that the extra credit project now makes the student grade eligible will help when the grade check is done the next Thursday, but the student was failing when the grade check was completed and as a result, the student is ineligible for the following week. The grade check must be done on the same day each week and cannot count grades earned or received after the check has been completed.

Situation: A new principal has come to Illinois from another state where scholastic eligibility rules differ from those of the IESA. The principal notes in the IESA rules that a student must be passing all subjects weekly to be scholastically eligible. Not understanding how to determine what "passing per week" means, the principal calls the IESA office for an explanation.

Most important to note is that "passing per week" is determined by measuring a student's performance on a cumulative basis from the beginning of a school's grading period (usually a six or nine-week period) through the date on which the check is made. The check should not reflect only a given school week's scholastic performance; rather it should reflect the student's cumulative performance for the grading period through the date of the check. Schools are expected to conduct this weekly check in a consistent manner. Student eligibility or ineligibility is then affected on the Monday following the week that was checked.

For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all students' scholastic standing is given to the athletic director on Thursday. The athletic director's office reviews the list and reports Thursday afternoon to the principal that a student is not passing all subjects as of this check. The principal informs the student and coaches on Friday morning that the student is not passing the required work and is thus ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day. However, the entire next week, Monday through Saturday, the student is ineligible. The following Wednesday, the process is repeated. This time, when the report reaches the principal on Thursday afternoon, the student's record shows the student is now passing all subjects on a cumulative basis since the beginning of the grading period. Now, the principal will inform the student

and coach on Friday morning that the student will become eligible again the following Monday morning. Please note that the student is not permitted to play on this Friday and Saturday because of last week's failure to meet the grade requirements. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

- 2.046** In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.

2.050 RESIDENCE

- 2.051** A student shall be eligible if he/she attends the member school in the district in which he/she resides.
- 2.052** If the parents of a student move from one school district to another during the school year, the student may retain eligibility for the remainder of the school year provided the student continues to attend the school in the district from which the parents moved.
- 2.053** In cases where ISBE has granted a legislative waiver for children of staff members to attend the school tuition-free, the student shall have eligibility at his/her school of attendance within the district where the parent/guardian is a full-time staff member.
- 2.054** Tuition students may participate in interscholastic activities at the member school they are actually attending, providing that such nonresident students are paying 100% of the tuition cost as provided in the Illinois School Code.
- 2.055** Students in special education classes have the option of participating for their home school district, which is counting their attendance, and receiving state aid for them or at the attendance center of their special education class. Once the student has chosen the option, it will not be changed unless the student's special education Individualized Education Plan (IEP) changes.

Illustrations for Section 2.050

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Q. What is the definition of a staff member?

A. Any school personnel who is employed full-time by the district.

Q. We have a student attending our junior high school. His family lives out of district, but his mom is a staff member and teaches at the high school within our district. Our district has received a legislative waiver from ISBE to allow students who live out of district to attend tuition free as long as one of their parents works for the district. Is the student eligible to participate for our school?

A. Yes, provided the parent who works in the district is a full-time employee of the district.

Q. We have a student attending our junior high school. His family lives out of district, but his dad is (a) a full-time custodian or (b) the dad is part-time custodian within the district. Our district has received a legislative waiver from ISBE to allow students who live out of district to attend tuition free as long as one of their parents works for the district. Is the student eligible to participate for our school?

A. In (a) the student would be eligible and (b) the student would not be eligible. Employees must be full-time employees of the district in order for their children to be eligible.

Q. A family is building a new home within our district. It will not be finished by the time school starts in the fall so the parents are living in their old house which is in another district until their new house is ready to be occupied. Our district is going to allow the children to attend tuition free until they move into their new home. What is the eligibility of their children to practice and participate in contests while they are attending tuition free?

A. The students are not eligible to practice or participate in this situation. A student who is a non-resident is only eligible to practice and participate if they are paying tuition. In this case, the district is waiving tuition. However, since the student is not living in the district and is not paying tuition, the student is not eligible to practice or participate in contests until residency within the district has been established.

2.060 TRANSFER

- 2.061** A transfer student is defined as one who transfers from one school to another school after the first day of classes at his/her school.
- 2.062** A student who transfers from one school to another school shall be eligible to participate under the following guidelines:

- a. The student would be eligible to participate in a sport at their new school during the current school year if during the IESA designated season for a sport, the student had NOT participated in a tryout, organized practice, or contest in that sport at their previous school. See By-Law 2.072 regarding student status as a member of a team.
- b. A student who transfers from one school to another and is eligible in accordance with section (a) above shall become eligible to participate in contests for the new school on his/her eleventh day of attendance at the new school in any sport or activity and provided all other eligibility requirements are met.

2.063 A student who transfers from one school to another is eligible immediately if the school from which he/she transfers is involved in a co-op with the school to which he/she is transferring.

Illustrations for Section 2.060

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Q. What does the phrase "eligibility requirements" mean?

A. In general, when a student transfers he/she must have on file with the new school of attendance a birth certificate, a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State statutes not more than 395 days preceding such tryout, practice, or contest in any athletic activity, the student must meet the age guidelines as set forth in By-Law 3.050, and the principal can verify passing grades from the previous school.

Q. May a student who plays girls volleyball in the fall in Missouri play girls volleyball for an IESA member school in the winter if her family moves from Missouri to Illinois?

A. Yes. She becomes eligible on her 11th day of attendance. The IESA Board of Directors has determined that the season in which a sport is played in another state is a circumstance beyond the control of the student, the family, and the IESA member school.

Q. May a student who participated in a softball try-out at one school and then moves to a new school prior to the start of classes be eligible to participate on the softball team at the new school?

A. No. The student would not be eligible to participate in that same activity at the new school. The student would be eligible in any activity in which they did not participate in a tryout, practice, or contest at the old school.

Q. According to the IESA standardized calendar, tryouts/practice for the boys basketball season may begin October 15. May a student who transfers to my school in December join our school basketball team?

A. Yes but only if the student did not tryout, practice, or participate in a game with the previous school. If the student did tryout, practice, or participate in a game with his former school, then the boy would not be allowed to join the team at his new school.

Q. May a student who transfers to my school in January participate with our track team when practice may begin on February 25?

A. Yes. This student will have been in attendance at least 11 school days before the start of track practice and therefore is eligible to be a member of the track team. If the transfer occurred on or after February 25 and the student practiced or competed with the former school, the student would not be eligible to join the track team at the new school of attendance.

Q. Even though the IESA calendar allows for girls volleyball practice to begin November 26, our school does not allow our girls to start practicing until December 15. We had a girl transfer to our school and her first day of attendance was December 10. Can she tryout for our volleyball team since we are not holding tryouts until December 15?

A. This will depend on whether she participated in a tryout or practiced with her former school. If she did tryout or practice for the team at her former school, she would not be eligible to join the team at her new school. If she did not participate in a tryout or practice with her former school, then she would be eligible to compete for the team at her new school of attendance.

2.070 USE OF PARTICIPANTS

2.071 Only students who are currently eligible under the rules and By-Laws are eligible to participate.

2.072 A student becomes a member of the school team when he/she practices with the school team or participates in a contest.

2.080 SCHOOLS WITH WHICH CONTESTS MAY BE HELD

2.081 Member schools may permit eligible students to participate in interscholastic activities as school representatives pursuant with the following:

- Schools which are members of this Association;
- Illinois elementary attendance centers containing any of the grades five through eight which are not members of this Association;
- Any school (Illinois or non-Illinois) containing grades five through eight as long as that contest is held in an Illinois school;
- Non-Illinois elementary attendance centers in states adjacent to Illinois which contain any of the grades five through eight.

2.082 Member schools may not permit students to participate as school representatives in interscholastic activities with high school or non-school groups.

2.083 Member schools are not allowed to practice against or with other schools, including high schools, or allow students from their own school to practice with a different school.

Illustrations for Section 2.080

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Q. Is a team from a member school allowed to participate against teams from non-school organizations, such as YMCA's, wrestling clubs, etc.?

A. No. This is in violation of this By-Law.

Q. Could a team from a member school play a contest against the school faculty?

A. Yes, such games would be permitted at any time, even if they involved students who are certified athletes. As this is not an interscholastic contest, it would not be counted as one of the contests to which a school team is limited by the By-Laws.

Q. Could a team from a member school play a game against the players' parents?

A. Yes. This would be permitted and would have no effect on student eligibility. As this is not an interscholastic contest, it would not be counted as one of the contests to which a school team is limited by the By-Laws.

Q. My 7th grade team was defeated in the regional round of play. Can my 8th grade team that has advanced to the IESA state finals practice against the high school freshman team prior to the finals?

A. No. IESA teams are not allowed to practice against high school students. Additionally, IHSA rules prohibit high school students from practicing with/against junior high school teams.

2.090 SPORTSMANSHIP OF SCHOOL REPRESENTATIVES

2.091 It is the clear obligation of students, school staff, boards of education, and all other official representatives of member schools in all interscholastic relationships to practice and promote the highest principles of sportsmanship and the ethics of competition, and it is the obligation of the member school to maintain proper crowd control at all interscholastic activities. The Association shall have no responsibility for crowd control or for the actions of school representatives. The Board of Directors shall have full authority to penalize any member school, any of whose representatives or spectators may be adjudged upon competent evidence to have violated these obligations.

Illustrations for Section 2.090

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Q. Is the host school exclusively responsible for crowd control?

A. No. While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as are necessary to ensure proper behavior on the part of their own students and spectators.

2.092 The IESA and its Board of Directors require an administrator or school representative (other than the participating coaches) be in attendance at all home contests. It is recommended that in addition to the tournament manager, an administrator or other school representative from the host school be in attendance at all times for state tournament series contests.

2.093 The IESA and its Board of Directors recommends that a school have a policy in place when it is necessary to deal with a fan ejection(s).

2.094 For all contests, game officials will be required to fill out and submit a special report form for an ejection within 48 hours of the incident. In addition, the host school administrator on duty should also complete a special report form within 48 hours and return it to the IESA office following any ejection.

2.100 MISBEHAVIOR DURING ACTIVITIES

Students participating in interscholastic contests in violation of the By-Laws, or other persons found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred by the Executive Director from interscholastic activities.

QUALIFICATIONS OF COACHES FOR NON-ATHLETIC ACTIVITIES

Coaches in the activities of speech, music, scholastic bowl, and chess shall be designated by their Board of Education or governing board as personnel responsible for the supervision of the school's contestants. Coaches in these activities do not have to meet any coaching education requirements.

QUALIFICATIONS OF ATHLETIC COACHES

To serve as a Head or Assistant Coach, athletic coaches in member schools in the sports in which the school participates in the IESA state series must:

- be regularly licensed by the ISBE as a teacher, administrator, or school service personnel (i.e. counselor, social worker, speech therapist, etc.), or
- be a retired teacher/coach from an IESA or IHSA member school, or
- be a college student coaching as part of an official student teaching assignment, or
- be certified through an IESA approved coaches education program, and
 - The following courses have been approved by the IESA Board of Directors: IESA/Human Kinetics Coaching Essentials course, IHSA/Human Kinetics Coaching Principles or Coaching Orientation course, or NFHS Fundamentals of Coaching Course.
- be a high school graduate or equivalent (see exception below for high school students), and
- be officially employed by the local school board of the member school.

A person with a substitute-only license must complete one of the IESA approved coaching education courses in order to serve as a coach.

Coaches in the activities of bowling, cheer, and golf must also meet the Qualifications of Athletic Coaches criteria.

High school students may be assigned to assist with the coaching of athletic teams in a member school provided they are under the direct supervision of an individual who is qualified to coach under the provision of Section 2.110.

Any coach who does not meet the IESA coaching qualifications as detailed above will be suspended for a minimum of two games and will not be permitted to coach again until he/she completes an IESA approved coaching education course. This includes practices as well as contests.

Additional sanctions may be applied by the Board of Directors to schools with multiple violations for non-compliance with the coaching education By-Law.

Illustrations for Section 2.110

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GENERAL

Q. What does the phrase "regularly licensed by the ISBE" mean?

A. You are a person who has fulfilled the requirements of state law to teach by the Illinois State Board of Education.

Q. If I am not a licensed teacher or administrator and therefore, I need to complete one of the approved coaching education courses, how often do I have to take the approved coaches education course?

A. Once.

Q. All of my coaches, including my cheer coach are licensed teachers. Can we require that they complete the coaching education course?

A. Yes. This would be a local policy requiring such completion.

STUDENT TEACHERS

Q. May a student teacher assist with the coaching of an athletic team?

A. Yes, provided it is part of the student teaching experience.

Q. May student teachers continue coaching their student teaching assignments after the regular student teaching period ends?

A. Yes, provided their college or university authorizes the continuation.

VOLUNTEER COACHES

Q. May a person volunteer to coach without pay at a member school?

A. Yes. However, whether a person is paid to coach or is a non-paid volunteer, the person must meet the qualification requirements of By-Law 2.110 and its sub-sections.

RETIRED TEACHERS

Q. Does the provision for coaching by retired teachers refer only to persons immediately retired from teaching, or to retired teachers regardless of the date of their retirement?

A. The by-law simply states "...a retired teacher from an IESA or IHSA member school." This statement is interpreted literally. It permits a school to utilize any retired teacher from a member school as a coach.

SUBSTITUTE TEACHING LICENSE

Q. May a person with a substitute only license coach?

A. No. However, once they complete an IESA approved coaching education course then they are eligible to coach.

MINIMUM AGE OF NON-FACULTY COACHES

Q. Is there an age minimum for non-faculty and/or non-certified personnel who can serve as a head coach?

A. The Board of Directors interprets the provisions of this By-Law to require non-faculty and/or non-certified head coaches to be a high school graduate or equivalent.

COACHING CERTIFICATION NOT REQUIRED

Q. Are there any IESA activities where the coach of a given activity would not be required to meet the coaching education requirements?

A. Yes. Coaches/instructors for music, speech, scholastic bowl, and chess are not required to meet the coaching education requirements.

HIGH SCHOOL STUDENTS AS COACHES

Q. I have a high school student assisting our wrestling squad. My head coach was ejected from the contest. May the high school student take over as the head coach for the remainder of the match?

A. No. You would have to forfeit the remaining matches of the meet unless there is an individual who meets the coaching education requirement in attendance who can assume the duties of the head coach.

Q. May the high school student we have assisting my volleyball coach be the only coach in the gym when my head coach had to miss practice?

A. No. The high school student who is assisting shall never assume coaching duties unless he/she is under the direct supervision of a coach qualified under the provisions of 2.110.

Q. May we use high school students to demonstrate skills at practice?

A. Yes, provided they are only demonstrating skills and not practicing against or with the middle school/junior high school athletes.

DEFINITION OF CERTIFIED STAFF MEMBER

Q. What is the definition of a certified staff member or a licensed teacher, administrator, or school service personnel?

A. A school employee who is eligible to participate in the Teacher Retirement System (TRS).

2.120 SELECTION AND USE OF OFFICIALS, JUDGES, AND MODERATORS

2.121 Coaches from participating teams should never be the contest officials.

2.122 All contest officials shall be familiar with IESA contest regulations for the activity which they are officiating. Officials are to adhere to the uniform requirements outlined in the IHSA Sports Official Handbook.

2.123 If an assignment has been made by the IESA in the state series and there is an affiliation between an official and a participating team, the official will be reassigned or paid. If an assignment has been made by a host school for a state series contest and there is an affiliation between an official and a participating team, the official will be removed from the contest.

2.124 Contest officials shall make all decisions regarding the rules of play. Their judgments and decisions cannot be protested.

2.125 The following procedure shall be in effect for payments to officials in both the regular season and state series when contests are postponed or suspended:

- When an official is notified before arriving at the site, there shall be no compensation.
- When an official arrives at the site and the contest is suspended or cancelled before the contest begins, the official shall be paid one-half of the game fee.
- If the contest begins and then is suspended until the next day, the official shall receive the full game fee for the contest which began and then a full fee for the completion of the contest the next day.

2.126 Activity Officials

It is important for the integrity and advancement of the officiating profession that only those qualified and trained actually officiate IESA contests. If a school is aware that an IESA member school is hiring non-licensed officials, please inform the IESA office.

NOTE: A school's first violation for hiring a non-licensed official in baseball, softball, basketball, wrestling, and/or volleyball will result in a warning. With a second violation, the Executive Director shall have the full authority to determine and impose a monetary penalty equivalent to the cost of one regional official for that activity.

Baseball

It is required that member schools use Illinois High School Association officials licensed in baseball for all regular season contests. The IESA administrative staff shall contract officials for all sectional and state final contests. Schools hosting regional contests shall hire the regional officials. For the IESA state series, officials licensed by the Illinois High School Association in baseball shall be used.

- Two umpires shall be hired for all regular season games, both of whom shall be licensed by the IHSA
- Two umpires shall be hired for each regional game
- Two umpires shall be hired for each sectional game
- Three umpires shall be hired for each state level game

A pre-game conference with umpires and head coaches is required to take place prior to all contests involving member schools.

Softball

It is required that member schools use Illinois High School Association officials licensed in softball for all regular season contests. The IESA administrative staff shall contract officials for all sectional and state final contests. Schools hosting regional contests shall hire the regional officials. For the IESA state series, officials licensed by the Illinois High School Association in softball shall be used.

- Two umpires shall be hired for all regular season games, both of whom shall be licensed by the IHSA
- Two umpires shall be hired for each regional game
- Two umpires shall be hired for each sectional game
- Three umpires shall be hired for each state level game

A pre-game conference with umpires and head coaches is required to take place prior to all contests involving member schools.

Basketball

It is required that member schools use Illinois High School Association officials licensed in basketball for all regular season contests. The IESA administrative staff shall contract officials for all sectional and state final contests. Schools hosting regional contests shall hire the regional officials. For the IESA state series, officials licensed by the Illinois High School Association in basketball shall be used.

- Two officials shall be hired for all regular season games, both of whom shall be licensed by the IHSA
- Two officials shall be hired for each regional game. Three officials shall be hired for regional FINAL games.
- Three officials shall be hired for each sectional game
- Three officials shall be hired for each state level game

No official may work more than three state series games in one day.

A pre-game meeting with officials, head coaches, and captains is required to take place prior to all contests involving member schools.

Volleyball

It is required that member schools use Illinois High School Association officials licensed in volleyball for all regular season contests. The IESA administrative staff shall contract officials for all sectional and state final contests. Schools hosting regional contests shall hire the regional officials. For the IESA state series, officials licensed by the Illinois High School Association in volleyball shall be used. For the IESA state finals, the line judges shall also be licensed by the Illinois High School Association in volleyball.

- Two officials shall be hired for all regular season matches, both of whom shall be licensed by the IHSA
- Two officials shall be hired for each regional match
- Two officials shall be hired for each sectional match
- Two officials shall be hired for each state level match
- Two line judges shall be hired for each state level match

For regular season matches, regionals, and sectionals, the host school has the option to use qualified line judges. If the host school uses line judges:

- they must be at least 17 years of age; and
- two line judges (no more, no less) must be provided

A pre-match conference with officials, head coaches, and captains is required to take place prior to all contests involving member schools.

Wrestling

It is required that member schools use Illinois High School Association officials licensed in wrestling for all regular season contests. The IESA administrative staff shall contract officials for all regional, sectional, and state final contests. For the IESA state series, officials licensed by the Illinois High School Association in wrestling shall be used.

Three officials shall be hired for each regional wrestling tournament
Four officials shall be hired for each sectional wrestling tournament
Twelve officials shall be hired for the state wrestling tournament

Prior to contests involving member schools, the referee shall meet with the head coaches and team captains.

Track & Field

It is recommended that member schools use Illinois High School Association officials licensed in track and field for all regular season meets. The IESA administrative staff shall contract officials for all sectional and state final meets. For the IESA state series, officials licensed by the Illinois High School Association in track and field shall be used.

Two starters shall be hired for each sectional meet and will be hired by the IESA office
Licensed officials as needed will be hired for each state meet

Prior to contests involving member schools, either by a meeting or written communication the referee shall address head coaches and team captains.

Speech

Speech contest hosts shall obtain judges for the contests, preferably from the approved list of judges provided by the IESA office. Host schools shall provide the speech judges with complete rules for the conduct of the contest. All judges shall be people well-versed in the ability of elementary and junior high students to express ideas orally. No coach serving as a judge shall judge students from his or her own school. The IESA office will assign the judge representative to all contests.

Music

Music contest hosts shall obtain judges for the contests, preferably from the approved list of judges provided by the IESA office. Host schools shall provide the judges with complete rules for the conduct of the contest. All judges shall be well-versed and experienced in the area they are to judge. Three judges shall be hired for organizational events and one judge for all solo, ensemble, and choir events. No music director serving as a judge shall judge students from his or her own school.

Scholastic Bowl

Scholastic bowl regional contest hosts shall obtain moderators, scorers, and timers for the contests. The Sectional host shall contract the required number of moderators. For the IESA state final contests, the IESA shall contract the necessary number of moderators. Host schools shall provide the moderators with complete rules for the conduct of the tournament. Moderators used during the state series must be at least 18 years of age. Sectional and state contest hosts shall obtain scorers and timers for all contests.

Cheer

It is recommended that any school conducting a competitive cheer competition use IHSA licensed cheer officials as judges for the competition. The IESA administrative staff shall contract officials who are licensed by the IHSA as needed for the IESA cheer competition.

Illustrations for Section 2.120

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Can a school demand that an official be changed for a state series game in which they participate?

A. No.

Q. How can coaches be assured officials know of differences between the IESA and National Federation rules of play?

A. This should be checked with the officials prior to the start of the contest. It would be helpful for a host school to have a copy of the IESA Handbook available to answer such questions by officials or coaches. Exceptions for each sport are given in Division 4 of the By-Laws and are also included with the Terms & Conditions for each activity.

Q. As a licensed official, I arrive at a game and my partner is not a licensed official. What should I do?

A. It is important that only licensed officials work IESA contests. A licensed official should not work an IESA contest with a non-licensed official. In this situation, the licensed official should work the contest WITHOUT the aid of the non-licensed official. The licensed official should report the situation to the IESA office after the contest.

Q. As a licensed official working an IESA contest, am I required to hold a pre-game meeting? As a head coach, am I required to attend a pre-game meeting?

A. Yes. NFHS rules require that officials conduct a pre-game meeting prior to a contest. In addition, the meeting is important in reinforcing contest requirements and expectations. Pre-game conferences may include court/field considerations, equipment legality, sportsmanship expectations, concussion management, etc.

Q: In the rare occurrence that two licensed officials cannot be hired to work my contest, can I use one licensed official?

A: Yes, as long as your opponent, their administration, and the one official who would be working the game are all in agreement. The one official should be paid the total fees both officials would have received. For instance, if your school pays \$45 per official for a regular season game, the one official would get \$90 for working by themselves. Hiring fewer than the required number of officials should not be used as a cost saving measure. Schools should do everything possible to hire the required number of licensed officials.

2.130 STANDARDIZED IESA CALENDAR

- 2.131** All IESA-sponsored state tournament series, sport seasons, and activities shall be conducted on dates established with the standardized calendar adopted by the Board of Directors.
- 2.132** The standardized calendar shall number the weeks of the year, with week one (No. 1) being the first full week of July (Sunday through Saturday).
- 2.133** The standardized calendar shall be updated and adopted annually at the September board meeting for a three-year period and is subject to change. The standardized calendar is available from the IESA website and should be checked periodically by school personnel for updated dates/changes.

2.140 COOPERATIVE TEAM SPONSORSHIP

- 2.141** The Executive Director shall have the authority to approve the formation of cooperative athletic teams or activity programs by two or more member schools in the following activities: girls softball, boys baseball, boys & girls cross-country, girls basketball, boys basketball, boys wrestling, girls volleyball, boys & girls bowling, speech, cheerleading, scholastic bowl, golf, and boys & girls track and field under the following conditions:
- The combined enrollments of all schools involved in the cooperative team shall be utilized to determine the classification for the cooperative team.
 - The cooperative sponsorship agreement is established for a minimum period of two consecutive school years and shall designate the sponsoring school. An additional school may be added to an existing co-op agreement after one year provided:
 - they complete a new application for a two-year period,
 - the conference (if applicable) approves of the new school being added, and
 - the approval of the Executive Director has been given.
 - The governing boards of all schools participating in the cooperative team agreement jointly make the application to the IESA for approval of the cooperative team agreement. In addition to the governing boards approving the formation of the cooperative team, written approval from the conference(s) of which the cooperating schools are members, and/or in which the cooperative team will participate, or, in the event that the cooperative team will not be affiliated in a conference, written approval from a minimum of five schools included in the cooperative team's schedule of competition must be secured. When a school renews the co-op application, conference or opponent approval is not required if no changes have been made to the original agreement.
 - The Executive Director has the authority to dissolve a co-op after one year provided a letter requesting to do so is signed by the President of the Boards of Education involved in the co-op and the principals of the schools involved in the co-op. All schools must agree to dissolve the co-op after one year for this to occur.

2.142 Application Procedures

A statement signed by the administrators of all cooperating schools designating the name under which the cooperative team will compete.

A statement expressing the reasons for the formation of a cooperative team.

The signatures of the administrator and Board of Education presidents of each of the schools involved in the cooperative.

One application form must be completed and filed with the IESA office for each cooperative team a school wishes to establish. Application forms are available from the IESA office or the IESA website.

The application deadline for cooperative teams during a given school year in a given sport shall be determined by the Board of Directors and will be published in the official calendar.

Any school participating in a cooperative team agreement may not form an individual team representing its own school

in that activity.

Any member school participating in a cooperative team agreement is required to pay the IESA activity entry fee for that activity by the initial entry deadline for that activity and prior to participation in the cooperative agreement.

Duplicate team awards may be ordered by the IESA office at the request of a non-sponsoring cooperative team. The cost of the extra awards shall be the responsibility of the requesting school.

Prior cooperative agreements may be renewed for a minimum of two years by signature of an administrator from each school after approval of the Boards of Education of the cooperating schools. If there are changes in the interschool agreement, a new cooperative application must be filed. Conference approval or opponent's approval is not required when a school renews the cooperative agreement and no changes have been made to the original agreement.

For school districts with more than six IESA member schools that form one district team in all activities, a district co-op team may be entered in the IESA state series when all of the following requirements are met:

- All schools involved in the co-op must be a member of the Illinois Elementary School Association;
- The co-op school team is the only team representing the schools involved in the co-op;
- All students participating for the co-op team must meet all eligibility guidelines;
- An application is filed with the Association listing all participating schools;
- Only one activity fee is required

Illustrations for Section 2.140

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. If a school adds a boys sport team by formation of a cooperative team, must it also add a girls sport team to its program?

A. Simply adding a team for one sex of students by forming a cooperative does not require corresponding action to add a team for the other sex of students. However, schools are bound by the provisions of the Illinois Sex Equity Rules, published by the Illinois State Board of Education. Questions in respect to these rules and the implications of cooperative teams in light of them should be referred to the Illinois State Board of Education.

Q. May a cooperative team be formed with out-of-state schools?

A. No.

Q. May cooperative teams be formed with non-IESA member schools from Illinois?

A. No. All schools involved in the cooperative agreement must be members. Membership is open to all schools in Illinois with grades five through eight.

Q. May a school form more than one cooperative team in the same sport?

A. No.

Q. May a school form a cooperative team with one school in basketball, a different cooperative team with another school in cross-country, and even a third cooperative team with yet another school in volleyball?

A. Yes. The provisions of this rule permit formation of different cooperative teams with different schools on a sport-by-sport basis. However, each cooperative team formed must undergo the complete process of approval by the Boards of Education and the IESA office.

Q. May schools that form a co-op make cuts and/or limit participation opportunities?

A. While the goal of forming a co-op is to increase opportunities for students, it may become necessary to make a cut if the co-op team has too many members for the given activity. These decisions are up to the local districts to work out the details of who will be allowed to try-out and participate on the co-op team.

Q. May a school drop one sport such as fall baseball, in order to enter a cooperative team arrangement in another sport, such as cross-country?

A. Yes. The decision as to which sports to offer is exclusively the prerogative of each local Board of Education.

Q. Is there a deadline for filing application with the IESA office for approval of cooperative teams for each activity for each school year?

A. Yes, the deadlines are published in the official IESA calendar.

Q. May a cooperative team agreement be formed during a sport season, in order to accommodate participating in the state tournament series that school year?

A. No. All cooperative teams for each school year must have applied to the IESA for approval no later than the cooperative agreement deadline for that activity. Applications received after that particular date will be denied for that school year.

- Q.** If two member schools, whose enrollments for a given year are 70 and 80 respectively, form a cooperative team, what enrollment will be used to determine the classification of the cooperative team?
- A.** Classification of the cooperative team will be based on the combined enrollment of the cooperating schools. In this case, 70 plus 80 equals a total of 150. This figure of 150 will determine classification for the cooperative team only. The individual schools will still be classified on the basis of their individual enrollments of 70 and 80 respectively for other sports.
- Q.** If two schools form a cooperative team for any school year, may they redraft their cooperative agreement and add a third school to the cooperative at the end of one year?
- A.** Yes, provided they file a new two-year agreement, and with approval of the conference (if applicable) and the Executive Director.
- Q.** If two schools form a cooperative agreement, and then after the season for that sport begins, interest wanes and there are not sufficient students participating to sustain the team or if the co-op simply is not working out between the schools, what is the status of the agreement if the administration and Board of Educations by mutual consent terminate the team's existence?
- A.** Each cooperative agreement must be written for a minimum of two years. It is possible that a co-op can dissolve after one year PROVIDED the **administrators and Board of Education Presidents** of all the schools in the co-op sign a letter requesting that the co-op dissolve listing the reasons why the cooperative arrangement is not working. The reasons for dissolution of the cooperative team are extenuating circumstances accepted by the IESA Board of Directors.
- Q.** If two schools have established a cooperative team, and the cooperative dissolves prior to the end of its two-year agreement, may either of the schools participate as an individual school in that activity before the termination of the cooperative agreement?
- A.** Yes, provided the reasons for dissolution of the cooperative team are extenuating circumstances accepted by the IESA Board of Directors. However, a school in this situation may not enter another cooperative agreement in this activity until the end of the two-year time period of the original cooperative agreement.
- Q.** May two schools form a cooperative team for any two school years, then subsequently consolidate with each other effective for the second year of the cooperative?
- A.** Yes. Consolidation of schools joined in a cooperative team agreement will simply supersede the cooperative agreement.
- Q.** Will the IESA approve a cooperative team application in the event all questions pertaining to contracts with other schools and/or officials are not mutually resolved?
- A.** It is not likely, though a judgment will be made in each individual case.
- Q.** If schools A and B form a cooperative team and then school B consolidates with or annexes to school C, is the cooperative team still in effect? In other words, is school C obligated to continue the cooperative which B had entered with A?
- A.** Consolidation and/or annexation actions may negate existing cooperative team agreements. Situations like this should be discussed when the possibility of consolidation or annexation exists.
- Q.** Which school will receive mail for the cooperative activity from the IESA office?
- A.** Only the school sponsoring the activity.
- Q.** Can cooperating schools renew their agreements if they have changes?
- A.** No. They must submit a new application form and interschool agreement for approval.
- Q.** Does the initial cooperative application need approval of my conference?
- A.** Yes, provided you are a member of a conference. If you are not a member of a conference, then you need approval from five of your opponents. Speech, cheer, and bowling co-ops do not need conference approval. Co-op renewals do not require conference approval if no changes have been made to the original agreement.
- Q.** If two schools have established a cooperative team and during the season for that sport, one of the two cooperating schools experiences a teacher strike may the cooperative team continue to participate during the strike or is it restricted under the terms of the IESA strike By-Laws?
- A.** The cooperative team will be affected by the strike By-Laws. Therefore, if either cooperating school experiences a strike, the students from the striking school will be restricted from competition for the duration of the strike. Students from the non-striking school may continue to participate. If the non-striking school is unable, due to insufficient numbers, etc., to fulfill the terms of contracted obligations, the cooperative team will be held in breach of contract.

3.000 ATHLETIC BY-LAWS**3.010 REGIONAL/SECTIONAL ENTRY FORMS**

- 3.011** The Regional/Sectional Entry Form which is available only from the IESA website for each activity in which a school participates shall be used to list up to the maximum number of certified contestants for state tournament series play. Only those individuals listed on the Regional Entry Form are allowed to sit on the team bench during state series play.
- 3.012** In baseball, softball, basketball, volleyball, and scholastic bowl competition, principals of competing schools shall complete a copy of the Regional Entry Form using the online form that is available on the IESA website. Once the form has been completed, by clicking on the words "Update Entries" the information is automatically available to the regional host and to the IESA office. Teams shall be ruled ineligible to compete in any tournament series contest unless this requirement is completed. The same exact procedure is used for completing the Sectional Entry Form for cross-country and bowling.
- 3.013** In wrestling, the on-line Regional Entry Form, must be completed by logging in to the IESA Member Center, and may list up to two certified contestants in each weight class for state tournament series play. It is required that schools complete the Regional Entry Form by the Tuesday preceding the regional. The Regional Entry Forms will be available on-line for regional hosts to view. Teams shall be ruled ineligible to compete at the regional level of the IESA state tournament series unless they have official entries at the seeding meeting (By-Law 4.057). No changes may be made to the regional entries after the seeding meeting. See By-Law 4.054. On the day of the regional meet, there are no substitutions---only scratches.
- 3.014** In track and field, each school entering the state series (whether entering a team or individuals) must submit its Sectional Participant Information online. Sectional Participant Information must be completed within the time frame as detailed in the Track and Field Terms & Conditions. No changes may be made to the Sectional Participant Information after the seeding meeting. Contestants shall be allowed to participate only in those events in which they are entered. On the day of the sectional meet, there are no substitutions---only scratches.
- 3.015** It is the ultimate responsibility of each competing team entered in the state series to ensure that each participant listed on their Regional/Sectional Entry Form is eligible. Regional/Sectional hosts for all activities are also required to check each contestant on the Regional/Sectional Entry Form. Schools may make changes to the Regional Entry Form until the "Roster Closed" deadline date as detailed in the Activity Calendar that is posted on the IESA website. After the Roster Closed deadline, no changes will be permitted on the Regional Entry Form.
- 3.016** Advancing teams will not need to hand-carry or forward the Regional/Sectional Entry Form to sectional or state tournament hosts. Sectional hosts may check with the IESA office if there is a question on the certification of a participant. Entrants for all state tournament contests shall be checked at the IESA office.
- 3.017** The school administration may petition the Executive Director to correct the Regional/Sectional Entry Form when, due to a clerical or administrative error, a student's name has been omitted.

Illustrations for Section 3.010

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Q. Are coaches required to submit the online Regional Entry Form by the posted deadline?

A. Yes. Failure to do so will subject the school and contestants to penalty.

Q. If I have supplied my regional host with a copy of my baseball Regional Entry Form, must I have a copy for the sectional and state hosts also?

A. No.

Q. My coach inadvertently left a player off the Regional Entry Form. The student played in the first round regional game and our team won. Is there a penalty and do we have to forfeit that contest?

A. It depends on the situation. If there is a roster spot open on the Regional Entry Form and the principal completes a Roster Reinstatement Form and can document that the player in question participated in at least 60% of the team's contests during the regular season, then the team will not have to forfeit the contest and the player will be added to the Regional Entry Form. However, the player will have to miss the next game by serving a one game suspension and the school will be fined \$50. If, however, there is no roster spot open on the Regional Entry Form and the individual plays in a state series game and the team wins the contest, this will be treated as using an ineligible player and the team will be required to forfeit the contest and penalized in accordance with By-Law 5.071.

3.021 Seventh and eighth grade enrollment from the previous school year as reported to the IESA by the member school through the IESA Member Center shall determine the classification of each school for boys baseball, girls softball, girls and boys cross-country, girls and boys basketball, girls volleyball, scholastic bowl, boys wrestling, and track and field after a tabulation of entries in each sport.

In scholastic bowl and boys wrestling, an equal split of the number of entries will determine placement in Class A and Class AA. The highest 50% of the participating schools will be Class AA and the smallest 50% of the participating schools will be Class A. In softball and baseball, the teams will be divided equally into three classes each containing 1/3 of the participating schools. Girls and boys basketball, girls volleyball, cross-country, and boys and girls track teams will be split into four equal classes each containing 25% of the participating schools.

For classification purposes, the total student enrollments for a K-7 only building, a 6th grade only building, a K-6 only building, or a K-5 only building will be as follows: For a K-7 building (or any building housing up to grade 7 only), the enrollment of the 7th grade only class shall be doubled; for a 6th grade only building, the enrollment of the 6th grade shall be doubled; for a K-6 building, the enrollment of students in grades 5 & 6 shall be used, for a K-5 building, the enrollment of the 5th grade shall be doubled.

When two or more schools consolidate or annex, the total student enrollment figures reported by the schools to the IESA Office as of September 30 of the preceding school year for all the schools involved in the consolidation shall be combined and the consolidated school shall be classified on the basis of this combined total student enrollment figure.

When a school joins the Association, and that school enrolled students during the previous school term, the total student enrollment figure used for classification purposes for that school shall be the total student enrollment figure reported by the school to the IESA office as of September 30 of the preceding school year.

When a school joins the Association, and that school did not enroll students during the previous school term, the total student enrollment figure used for classification purposes shall be the total student enrollment figure reported by the school to the IESA office as of September 30 of the current school year. An unofficial figure obtained from the school district may be used by the IESA for planning purposes.

When a school (or several schools) loses students due to the opening of a new school or schools in the same school district, or due to the deannexation of a major portion of the school district, the total student enrollment figures used for classification purposes shall be the total student enrollment figures reported by the school to the IESA office as of September 30 of the current school year. An unofficial figure obtained from the school district may be used by the IESA for planning purposes.

When a school (or several schools) gains students due to the closing of a school or schools in the same school district, or due to the deactivation of a neighboring school district, the total student enrollment figures used for classification purposes shall be the total student enrollment figures reported by the school to the IESA office as of September 30 of the current school year. An unofficial figure obtained from the school district may be used by the IESA for planning purposes.

3.022 Petition for Variance

Not later than July 1 of a given year, the principal of an IESA member school may submit a letter of application to the Executive Director for approval of a variance in a school's total student enrollment figure used for classification purposes if:

- there is an anticipated, verifiable twenty percent (20%) or more decrease (or increase) in total student enrollment for the ensuing school year for reasons deemed acceptable by the Board of Directors of the IESA.
- such variance is approved by the Executive Director, the varied total student enrollment figure approved for a school shall be the enrollment figure used for classification purposes for that school during the ensuing school year.

Illustrations for Section 3.020

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Q. Can a Class 1A school be moved and participate in Class 2A in an activity by its own choice?

A. The Board of Directors has ruled this is not permissible and that each school must participate only in the class to which it has been assigned in each activity, dependent upon that school's enrollment. However, a school may be Class 1A in one activity and Class 2A in another activity based on the enrollment cutoff for those activities.

Q. Can a school's enrollment possibly place them in Class 1A in seventh grade girls volleyball and then in Class 2A in eighth grade girls volleyball?

A. No. A school will always be in the same class at both the seventh and eighth grade levels in a given activity.

Q. How does IESA receive my school's enrollment?

A. In the fall of each year, schools submit their enrollment as of September 30 to the IESA through the IESA Member Center. This number can be compared to the official number submitted to the ISBE.

3.030 SEASON LIMITATION IN ATHLETIC ACTIVITIES

- 3.031** During the school year, no member school shall organize its teams, hold tryouts, practice, scrimmage, or participate in any interscholastic sport outside of the season limitations as prescribed in Division 4.000 of these By-Laws for any activity in which it participates in the IESA state tournament series.

Illustrations for Section 3.030

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Must a member school which does not enter the IESA tournament series in basketball follow the basketball regulations contained in the By-Laws?

A. No. Member schools must abide by all regulations in activities at the grade levels in which they enter IESA tournament play.

Q. Is a scrimmage considered to be a practice or an interscholastic contest?

A. If a scrimmage or workout involves students from one member school only, it is considered to be practice. If students of more than one school are involved, it is an interscholastic contest and subject to all regulations pertaining thereto.

Q. Could a team representing a member school who participates in the IESA state series participate as a school team in summer tournaments?

A. Yes, provided the summer tournament is scheduled after the close of the school year for that particular team.

Q. Can basketball teams representing their schools participate in "shootouts"?

A. Yes, if such "shootouts" are held during the school year and during the school's basketball season, each game played during the "shootout" must count as a regular season interscholastic contest. If the "shootout" is held during the school year either before or after the school's basketball season, the school team could not participate.

3.040 PARTICIPATION LIMITATIONS

- 3.041** No student is eligible to participate at the same academic grade level for two different school years in the same activity. This is true whether the student attended a member or a non-member school. Participation in one interscholastic contest in an activity constitutes one season of eligibility in that activity.
- 3.042** No student shall be a member of an interscholastic team using ninth grade or high school students. Athletic activities designated as seventh grade shall consist of contestants in grades five through seven. In all other athletic activities, fifth through eighth graders are eligible to participate. All contestants must meet required age eligibility standards as detailed in By-Law 3.050.
- 3.043** See Division 4.000 for limitations in individual sports.

Illustrations for Section 3.040

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Q. I have a 7th grade boy who I would like to play on both the 7th grade state tournament team and the 8th grade state tournament team. Is this allowed and if so, what is his eligibility for the following year?

A. A 7th grade student may play on both the 7th grade state tournament team and the 8th grade state tournament team. It has no effect at all on eligibility the following year as an 8th grader. Assuming he continues to meet all eligibility requirements and is an 8th grader the following year, he is eligible to play on the 8th grade team the next year. Local school policy may prevent an individual from playing on both the 7th grade and 8th grade tournament teams but the IESA does not prohibit an individual from playing on both levels.

Q. For purposes of determining whether a student can participate after being retained, when is a contestant considered to have used a season of eligibility for a particular sport/activity?

A. A student is considered to have used a season of eligibility for a sport/activity once he or she actually competes in a contest.

Q. Last year a student was in 7th grade in another city. The student is transferring to my building during the summer. The student did not fail, but the parents requested the student repeat 7th grade due to immaturity when the student transferred. Is the student who has transferred into my school able to participate as a seventh grader this year?

A. If the student participated in an interscholastic activity as a seventh grader in the previous school year, the student is ineligible for that activity this school year.

Q. A girl played in one softball game as a sixth grader last year. She is being held back and will repeat 6th grade this year. Is she eligible to participate in softball this year even though she is still in 6th grade and only played in one game last year?

A. No. She has used her sixth grade year of eligibility the previous year for that sport. However, if she did not participate in basketball, volleyball, track, or cross-country, she would be eligible for those activities this year.

Q. I have a boy who was in the 7th grade last year and he played on the seventh grade basketball team. Due to a variety of reasons, he was retained and will be in the 7th grade again this school year. Can he play on the 7th grade team again this year?

A. No. That would be participating at the same academic grade level for two different school years in the same activity. This student would have used his seventh grade basketball eligibility the previous year.

Q. I have a girl who was in the 7th grade last year and she participated in the speech program and received a Division 1 first place medal. Due to a variety of reasons, she was retained and will be in the 7th grade again this school year. Can she participate in the IESA speech contest again when she is repeating 7th grade?

A. No. That would be participating at the same academic grade level for two different school years in the same activity. This student would have used her seventh grade speech eligibility the previous year.

Q. May a seventh grade boy who played on the seventh grade basketball team last year and was retained play "up" on the eighth grade team this year?

A. No, that would be considered to be playing the same sport in two different school years at the same academic grade level. This student is not eligible to play basketball at any level during his second year in seventh grade. Assuming he is promoted to the 8th grade after his second year in seventh grade and assuming he still meets the age requirements, he would be eligible to play his 8th grade year.

Q. Could a girl who is on her school's girls basketball team participate with a non-school travel basketball team during the girls basketball season?

A. It depends on the school's policy regarding participation on a school team and a non-school team at the same time. If the school would permit this type of participation, then the girl would be eligible. If the school did not allow this type of participation and the girl participated in the non-school competition during the school season, she would be in violation of local school policy and not an IESA rule.

Q. Could a boy on his school's cross-country team participate in a five-kilometer run during the school's cross-country season?

A. This would be a local school/coach decision.

Q. Could a boy tryout for the school baseball team and practice with the school team while he is still a member of his summer Little League baseball team?

A. It depends on the school's policy regarding participation on a school team and a non-school team at the same time. If the school would permit this type of participation, then the boy could do both and be eligible. If the school did not allow this type of participation and the boy participated on the Little League team during the school season, he would be in violation of local school policy and not an IESA rule.

Q. May a student participate on more than one school athletic team at a time?

A. Yes. The IESA places no limitations on this. Member schools may have local restrictions against this.

Q. May a student participate in a tryout for a non-school team while a member of a school team in the same sport?

A. Yes.

Q. May a student participate in practice with a non-school team while a member of the school team in the same sport?

A. This is a decision made by each school. The school decides whether or not a student can practice with a non-school team while he/she is a member of a school team in the same sport.

Q. According to the IESA calendar, wrestling practice may begin November 26. Our school does not start the school season until January 15. May students from our school wrestle in IKWF tournaments from November 26 until January 15?

A. Check with your school for their policy. If they would allow a wrestler to participate in an IKWF tournament during that time, then you would be eligible to do so.

Q. A member of my boys basketball team played on a non-school team during our school's Christmas break despite repeated warnings I gave to the team to not play on non-school teams. What is the penalty?

A. The penalty would be determined by the local school if a local policy was violated.

Q. A member of our school's basketball team wants to participate with an indoor soccer team during the basketball season. Is this allowed?

A. Yes, provided your local school does not have a policy preventing this.

3.050 AGE QUALIFICATIONS

- 3.051** For all seventh grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a seventh grade athletic activity becomes fifteen (15) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the seventh grade state tournament series in girls basketball, boys basketball, or girls volleyball, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.
- 3.052** For all activities sponsored by a member school, other than activities designated as seventh grade activities as noted above, a student shall be eligible through age fifteen (15). If a student in an activity becomes sixteen (16) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.
- 3.053** A student shall be permitted to try-out only for those activities for which he/she is eligible by age.
- 3.054** Each student must provide the school principal with birth certification before practice or participation in any athletic activity. This must be a birth certificate or hospital record or a thermostatic copy of such. A baptismal certificate is not acceptable.
- 3.055** The school administrator shall be responsible for having birth certification on file for each athletic contestant prior to any practice or participation in any athletic activity.
- 3.056** The Executive Director shall rule on certification of any student who cannot meet the birth certification requirement on file.
- 3.057** The following procedures are established for an initial determination between member schools if there is a question regarding a contestant's eligibility due to age:

The administrator of the protesting school shall check with the administrator against whom a protest is made regarding age.

If the protest cannot be worked out between the administrators of the two member schools, the Executive Director should be notified by the protesting school to determine eligibility.

If a contestant's ineligibility is verified by the Executive Director, the contestant's school is subject to the provisions of Section 5.070. In regular season contests, the ineligible contestant may be suspended from further competition in interscholastic contests for the remainder of the current season in that activity and the offending school from the state series in that activity.

If an age ineligible player has been used in a previous tournament contest and this is brought to the attention of the tournament host by an administrator of a participating school prior to the beginning of the next contest in which the ineligible player would participate, the Executive Director should be informed at once by the tournament host. If a contestant's ineligibility is verified by the Executive Director, the contestant's school is subject to the provisions of Section 5.070, and advancement by the losing team from that contest shall be in accordance with the "State Tournament Team Limitations" listed in Division 4 of these By-Laws. No previous tournament contest in which an ineligible contestant may have played will be replayed.

Illustrations for Section 3.050

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control

Q. What determines a sports season?

A. A sports season is defined as the beginning date of practice, according to the IESA standardized calendar, through the final state championship date for that activity. The final date for track is determined by a school's track classification--A or AA.

Q. I have an 8th grade boy who will turn 16 the day after the Class 1A boys baseball state finals. Is he eligible to play on my baseball team?

A. Yes. He is eligible the entire season including the state tournament series.

Q. I have an 8th grade girl who turns 16 the day of the girls softball sectional championship. May she play during the regular season, through the regional, and then not play at all in the sectional or state finals?

A. No. She is not eligible to compete in any softball games--regular season or IESA state series contests.

Q. May a 7th grade boy who turns 15 during the boys basketball season play on the 8th grade team instead of the 7th grade team?

A. Yes. Due to his age, the 8th grade team is the only team for which he can try out or compete.

Q. One of my 8th grade boys turns 16 the day of the basketball state championship. Even though I believe my team will be defeated in the regional, thus making him 15 throughout the season, is he eligible to be on the 8th grade team?

A. No. He is not eligible to try out for the team or compete in any basketball games.

Q. What are the age cutoff dates for the 2023-24 school year activities?

A. A student must be born on or after:

- September 15, 2007 for Girls Golf
- September 16, 2007 for Boys Golf
- September 24, 2007 for Girls Softball
- October 1, 2007 for Boys Baseball
- October 15, 2007 for Boys and Girls Cross-Country
- December 8, 2008 for 7th Grade Girls Basketball
- December 15, 2007 for 8th Grade Girls Basketball
- February 8, 2008 for Cheerleading
- February 9, 2009 for 7th Grade Boys Basketball
- February 16, 2008 for 8th Grade Boys Basketball
- February 25, 2008 for Chess
- March 10, 2008 for Boys Wrestling
- March 10, 2009 for 7th Grade Girls Volleyball
- March 17, 2008 for 8th Grade Girls Volleyball
- April 21, 2008 for Girls and Boys Bowling
- May 4, 2008 for Scholastic Bowl
- May 12, 2009 for Class 1A & 2A 7th Grade Boys and Girls Track and Field
- May 12, 2008 for Class 1A & 2A 8th Grade Boys and Girls Track and Field
- May 19, 2009 for Class 3A & 4A 7th Grade Boys and Girls Track and Field
- May 19, 2008 for Class 3A & 4A 8th Grade Boys and Girls Track and Field

Q. May a girl who will turn 15 during the 7th grade girls basketball season tryout for the 7th grade team?

A. No. She may only try out for the 8th grade team since this is the only team for which she is eligible by age.

Q. According to the IESA standardized calendar in a given year, the Class 1A state track finals end May 14. Am I correct that if a Class 3A 8th grader who turns 16 on May 17 is ineligible to participate in track for the entire season while a Class 1A 8th grader who turns 16 on May 17 would be eligible for the entire season?

A. Yes. The eligibility of a Class 1A/2A track participant will always end one week earlier than for a Class 3A/4A track participant due to the different state final dates.

Q. Why is a baptismal certificate not acceptable as proof of birth?

A. The Board of Directors has ruled that only a birth certificate or hospital record shall be accepted. As the baptismal certificate is provided by a church, it is not deemed to be legal enough for our purposes to establish a contestant's date of birth.

Q. May a student try out or practice with a team before the student provides a birth certificate?

A. No. It must be on file with the school. It is the administrator's responsibility to let coaches know whose certification is on file.

Q. What happens when I have protested a student's age and the administrator of the opposing school refuses or cannot produce birth certification?

A. The Executive Director should be notified immediately.

Q. What happens if an ineligible player has been found to have been used in a tournament game after the completion of the state tournament?

A. The school is still subject to penalty and could be determined to forfeit all games and awards.

3.060 PHYSICAL EXAMINATION

3.061 No student shall be permitted to compete in a tryout, practice, or contest unless such student has filed with the school principal a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice, or contest in any athletic activity.

3.062 Any student who is not allowed to participate in interscholastic activities as the result of a physician's directive may not return to play until they have received written clearance from a physician.

Illustrations for Section 3.060

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Is a physical examination administered by a chiropractor acceptable for athletic purposes?

A. The athletic physical examination must be administered by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes. The physician must be one who is licensed to practice medicine in all its branches. Some chiropractors have this kind of licensing from the State of Illinois and some do not. The chiropractor's physical examination is acceptable only when the physician is licensed to practice medicine in all its branches.

Q. Why can a physician's assistant or nurse practitioner administer a physical?

A. On July 19, 2002, former Governor George Ryan signed into law Public Act 92-0703, granting signature authority to physician's assistants and nurse practitioners for school physicals ("Physicians licensed to practice medicine in all of its branches, advanced practice nurses who have a written collaborative agreement with a collaborating physician which authorizes them to perform health examinations, or physician assistants who have been delegated the performance of health examinations by their supervising physician shall be responsible for the performance of the health examinations.")

Q. Must the form provided by the IESA be used for physical examinations?

A. No. This form is provided only as a service and is optional for use by member schools. Some form which may be maintained for the school's records must be used.

Q. Why must a student have a physical examination to try out for an athletic activity when the student may shortly be cut from the team?

A. The Board of Directors feels this gives each member school liability protection. The possibility of an unknown illness or an injury is as likely in a tryout situation as in a game situation.

Q. What is meant by "395 days" in terms of this rule?

A. "395 days" means literally 395 days from the date of the physical until a new physical is required.

3.070 AMATEURISM

3.071 As the result of participating in the IESA state series (regional, sectional, state) a student in a member school may accept any award (except cash) which does not exceed \$100.00 in fair market value, in the following sports: baseball, basketball, cross-country, softball, track, volleyball, wrestling, bowling, and golf.

3.072 A student in a member school may accept a school letter for an interscholastic sport, regardless of cost.

3.073 Violation of the provisions of By-Law 3.070 shall cause ineligibility in the sport in which the violation occurred. An official ruling must be secured from the Executive Director before any student who violates these rules may be reinstated to eligibility.

Illustrations for Section 3.070

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. If a student participates in a road race sponsored by (1) a local business; (2) a private running club, may the student receive awards that are greater than \$100.00 for winning or placing in the race?

A. In both of these instances a student may accept any prize or award. IESA amateur rules apply only to awards received as the result of participating in IESA state series events. Since these awards were given as the result of participating in non-school events, students are free to keep any awards given.

Q. May a student accept a meal at a restaurant and a plaque in recognition of advancing to the IESA finals in a given sport?

A. The food prize and the plaque are acceptable as long as the fair market value of the items combined is no more than \$100.00.

Q. May a student accept a trophy valued at \$125.00 for winning a non-school competition?

A. Yes.

Q. May a student accept a trophy valued at \$50.00 for making the most consecutive free throws during a sectional basketball game?

A. Yes.

Q. May a student accept a \$25.00 cash prize because she made the winning shot in the regional championship game?

A. No.

Q. If a school team wins the state championship, may team members receive items such as gift certificates for dinners, jackets, sweaters, watches, etc., in recognition of the team's accomplishment?

A. Gifts such as these are permitted as long as the total of the gifts received does not exceed \$100.00 in "fair market value."

Q. Is it acceptable if, by virtue of a student's performance in the IESA state series, the student is awarded:

- a. \$100.00 in the form of a scholarship
- b. \$100.00 donated to the scholarship fund of the student's choice
- c. \$100.00 donated in the student's name to charity
- d. \$100.00 donated in the student's name to the athletic program at the school

A. IESA By-laws prohibit a student from receiving any amount of cash for participating in the IESA state series. This is true even if the reward is delayed for presentation following the student's graduation from school. Consequently, example (a) is not permitted, but examples (b), (c), and (d) are acceptable since the student personally does not and will not receive any cash or merchandise.

Q. If a student plays on a community sports team, and that team wins \$500.00 cash in a tournament, is the student in violation of the amateur by-laws?

A. No. The rules apply only to receiving awards for performance in IESA state series contests. Cash won in a non-school activity or prizes won in a non-school activity that exceed \$100.00 in fair market value are allowed because it is non-school activity.

Q. May a student participate in a "jog-a-thon," "swim-a-thon," or other "...thon" activity and receive cash or merchandise prizes for fund-raising efforts?

A. Yes.

Q. Does acceptance of reimbursement of expenses for non-school competition constitute an amateur rule violation?

A. No. IESA amateur rules apply only to awards received as the result of participating in IESA state series events.

Q. May a student coach, teach or officiate an athletic contest for pay?

A. Yes. The rule refers exclusively to actual playing. An individual may be paid for services performed.

Q. If a student violates the amateur rules, how and when is the penalty affected?

A. Violation is penalized with a period of ineligibility. A report of the violation must be made to the IESA office for determination of the term and effective date of ineligibility. In addition, the reward must be returned or surrendered, at the direction of the Executive Director.

Q. May a member school athlete accept a cash or merchandise prize won through a drawing or raffle at a high school athletic contest?

A. Yes.

Q. Does the amateur rule apply to events such as three-player basketball, ten-player softball, 5k or 10k road races, etc.?

A. No. The amateur rules apply only to "IESA state series activities."

3.080 PARTICIPATING UNDER AN ASSUMED NAME

3.081 In the event students participate in interscholastic competition under any other name than their own, the principal shall immediately suspend violators from further interscholastic participation. The future interscholastic participation of violators and/or persons contributing to a violation shall then be considered by the Board of Directors.

Illustrations for Section 3.080

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. To what does the term "interscholastic competition" refer in this rule?

A. "Interscholastic competition" is a competitive situation in which the student represents his or her school and is sponsored or otherwise directly connected with his or her school.

Q. Could a coach be held responsible for submitting students in competition using names other than their own?

A. Yes. The school, the coach, and the students would all be subject to penalty for violation of this By-Law.

3.090 COACHING SCHOOL PARTICIPATION

3.091 A student who is a member of the school team in a sport may participate, depending on local school district policy, in any coaching school/camp during that interscholastic sport season.

3.092 A coaching school/camp is defined as any program sponsored by an organization or individual which provides instruction in sports theory and skills to groups of persons.

3.093 Students may participate in and/or receive private lessons, school physical conditioning programs, and be used for
Effective July 1, 2023

demonstration purposes in coaches' clinics.

Illustrations for Section 3.090

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

- Q.** Could a student attend a clinic on the proper technique for shooting free throws during the basketball season?
A. Yes. The rules now allow for a student to attend a camp or coaching clinic during the sport season.

3.100 ALL-STAR PARTICIPATION

- 3.101** No athletic team from any member school may compete against an "all-star" team.

Illustration for Section 3.100

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

- Q.** Could an athletic conference make up an All-Star team from the other member schools in the conference to play the conference winner?
A. No, this would be in direct violation of this By-Law.

3.110 MIXED TEAM (GIRLS ON BOYS TEAMS) REGULATIONS

IESA is not an enforcement agency when it comes to determining a school's compliance with Title IX and the Illinois Sex Equity Rules. The Illinois State Board of Education (ISBE) monitors the Federal law and the Illinois Sex Equity Rules (23 Illinois Administrative Code 200) that require school districts to offer athletic programs that accommodate the interests and abilities of both sexes to a comparable degree. IESA member schools seeking a waiver for female athletes to participate on boys' teams must demonstrate and provide assurance to ISBE of compliance with 23 Illinois Administrative Code 200.80.

- 3.111** Notwithstanding the requirement of Section 2.012, and prior to any tryout, practice or game participation, the principal of a member school desiring to participate in an activity designated as a boys athletic activity, with a team comprised of both boys and girls shall:
1. Complete and submit the Gender Equity in Athletics Waiver Application that is available through the Illinois State Board of Education's (ISBE) Web Application Security System (IWAS). This online application replaces the paper form ISBE 33-95. Please note the following:
 - a. Paper applications to the Illinois State Board of Education will no longer be accepted.
 - b. The application process for any sport in which a school wants permission to participate with a girl on a boys team must be completed prior to any tryout, practice or game participation by the girl.
 - c. The ISBE IWAS application will require review by the District Superintendent, the Regional Office of Education Administrator, and finally the ISBE Administrator who will issue final approval.
 - d. The application does not have to list the names of the girls who wish to compete on the boy's team.
 - e. The application may list multiple sports if you need to get permission for more than one sport.

Questions concerning the completion of the form can be sent to:

Ms. Lynda Vaughn
Illinois State Board of Education
Office of General Counsel
Public School Recognition Department
100 W. Randolph St.; Suite 14-300
Chicago, Illinois 60601
Phone: 312-814-2223 FAX: 312-814-8636 E-Mail: lvaughn@isbe.net

2. After submitting the ISBE IWAS application, you must send the IESA office some type of communication (e-mail, FAX, or written letter) that you have started the online application. Conditional approval for the girl(s) to play on the boy's team shall be automatic upon receipt of this communication. Conditional approval allows a school to permit a girl to tryout, practice, or participate in interscholastic boys athletic activities without penalty, pending the final compliance ruling from the ISBE.
3. The Illinois State Board of Education will notify both the member school and the IESA office when compliance with the Illinois Sex Equity Rules is determined.

4. Applicant schools that have been determined to be in compliance with the Illinois Rules and received waivers will be considered to be in compliance for the entire school year. Female athletes will therefore be eligible to participate on sports teams not identified on the original waiver application and where permitted by IESA by-laws. In such instances member schools must communicate additional participation requests to the IESA via e-mail, FAX, or written letter.

NOTE: If you have questions about whether or not your school's interscholastic athletic program is in compliance with the Illinois Sex Equity Rules and/or Title IX, contact Jeff Aranowski, (312) 814-2223 or jaranows@isbe.net.

- 3.112 A girl having participated as a member during a school year on a team shall not be eligible to participate on a boys team in that sport during one school year, except that a girl in grades 5-7 may participate on an eighth grade team in the same sport in the same year.
- 3.113 When a contract has been signed to participate in a single-sex sport and a school offers a mixed gender team, the other school must be notified prior to the contest of the mixed-gender team.
- 3.114 In the sports of golf, cross-country, basketball, bowling, and track and field when the school offers both a boys team and a girls team, girls must participate on the girls team in that sport. Boys are not eligible to participate on girls teams. See By-Law 3.115
- 3.115 Boys are not eligible to participate at any time on any school athletic team designated as a team for girls only. Such athletic teams shall include: girls golf, girls softball, girls cross-country, girls basketball, girls volleyball, girls bowling, and girls track and field.

Illustration for Section 3.110

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. If a member school does not offer a boys team or a girls team in a sport in which the IESA sponsors both a boys and a girls state tournament competition or series, and there is an option to compete for individual honors, can a girl enter the boys state series?

A. No, the school will be permitted to enter a girl in the girls state tournament series only.

Q. If a member school offers a girls team but no boys team in a sport in which the IESA sponsors both a boys and a girls state tournament competition or series, can the school enter a girls team into the boys state series?

A. No, the school will be permitted to enter a girls team in the girls state tournament series only.

Q. Our school offers both 7th and 8th grade girls and boys basketball. Can our girls basketball players play on both the girls basketball team in the fall and then also play on the boys basketball team in the winter?

A. No, when a school offers the same sport to both the girls and boys even though they are in different seasons, the girl must play on the girls team and the boys must play on the boys team.

Q. Our school only offers 7th grade basketball for girls but offers both 7th and 8th grade boys basketball. Can our 7th grade girls basketball players play for the 7th grade girls team and then the 8th grade boys team?

A. Yes. Given that a 7th grade student, a boy or a girl, can play at both the 7th grade and 8th grade level, the 7th grade girl would be given her opportunity to participate on the 8th grade level by participating with the 8th grade boys team.

Q. Can a girl who is participating on the boys team during the season also compete in a girl's meet or contest?

A. Yes, however by competing in a girl's meet or contest that school has established a girl's season and therefore she would no longer be eligible to compete for the boy's team.

Q. If a member school offers both a girls team and a boys team in the same sport but in different seasons, can the girl participate on the boy's team?

A. No, that school will be permitted to enter a girl in the IESA girls state tournament series only in that sport, even though the boys and girls tournaments may occur in different seasons.

Q. Can a girl, who has participated on the boys team during the regular season, compete in the boys state series instead of the girls state series?

A. Yes. If a member school offers a boys team but no girls team in a sport in which the IESA sponsors both a boys and a girls state tournament series, and in which students may compete for individual honors, the school will be permitted to enter a girl in the boys state tournament series provided she has participated on the boys team in that sport during the regular season.

Q. Can a girl who has participated on the boys team during the regular season, opt to compete in the girls state series instead?

A. Yes. The school may elect to enter the girl to compete for individual honors in the IESA girls state tournament series in that sport. However, a school will not be permitted to enter a girl in both the IESA boys and girls state tournament series in that sport.

3.120 SEEDING FOR REGIONAL/SECTIONAL TOURNAMENTS

3.121 Regional tournaments for baseball, softball, basketball, and volleyball shall be seeded as follows with four to nine teams assigned:

In four-team tournaments, seed #1 vs. seed #4 in game 1 and seed #2 vs. seed #3 in game 2. Winners of games #1 and #2 then will play for the championship.

In five-team tournaments, seed #1 vs. bye and seed #4 vs. seed #5 in game 1 in top bracket; seed #2 vs. bye and seed #3 vs. bye in the bottom bracket. In the second round, seed #1 plays winner of game 1 in game 2 and seeds #2 and #3 play game 3. Winners of games #2 and #3 then will play for the championship.

In six-team tournaments, seed #1 vs. bye and seed #4 vs. seed #5 in game 1 in top bracket; seed #3 vs. seed #6 in game 2 and seed #2 vs. bye in bottom bracket. In the second round, seed #1 plays the winner of game 1 and seed #2 plays the winner of game 2. Winners of games #3 and #4 then will play for the championship.

In seven-team tournaments, seed #1 vs. bye and seed #4 vs. seed #5 in game 1 in top bracket; seed #2 vs. seed #7 in game 2 and seed #3 vs. seed #6 in game 3 of bottom bracket. In the second round, seed #1 plays winner of game 1 and the winner of game 2 plays the winner of game 3.

In eight-team tournaments, seed #1 vs. seed #8 in game 1 and seed #4 vs. seed #5 in game 2 in top bracket; seed #2 vs. seed #7 in game 3 and seed #3 vs. seed #6 in game 4 in bottom bracket.

In nine-team tournaments, seed #8 vs. seed #9 in game 1 in the top bracket; seed #1 vs. winner of game 1 in game 2 and seed #4 vs. seed #5 in game 3 of top bracket; seed #2 vs. seed #7 in game 4 and seed #3 vs. seed #6 in game 5 in bottom bracket.

3.122 In the sports of baseball, softball, basketball, and volleyball, regional seeding shall be conducted using an online procedure. In general, seeding shall be done as if an actual meeting were taking place using traditional seeding criteria except that the procedure is done online rather than an actual meeting. Please refer to the Terms and Conditions and the IESA standardized calendar for the respective activity for the timeline for online seeding. All schools entering the baseball, softball, basketball, and/or the volleyball state series will enter the following information online to assist with the seeding process.

- Team Record
- Season Schedule with Results
- Regional Entry Form
- Special Comment Section on your Team's Season

ONLINE SEEDING PROCEDURES/INFORMATION

NOTE: No school may enter the state series unless they have participated in at least three interscholastic contests in that sport prior to the seeding meeting.

A school that fails to enter their season schedule, results, and Regional Entry Form by the online roster and record deadline has no say regarding any seed and will be locked out of the seeding process. However, the other schools in the same regional will be able to rank the school that fails to enter the required information.

Factors to consider in seeding:

- a. Season Record
- b. Quality of team's competition
- c. Smaller schools (1A or 2A) schools competing against larger schools (Class 3A or 4A)
- d. Head to Head competition
- e. Record against common opponents
- f. Roster of the post season team i.e. a 7th grader who has played on the 8th grade team all year but will play on the 7th grade team in the state series or a 7th grader who has played only 7th grade all year but will also play on the 8th grade team in the regional may be the basis for giving a higher seed.
- g. Each school shall rate all teams assigned to the regional except their own.

The IESA will confirm all seeds and break any ties. The actual seeds given by a school for the regional will be seen by all the schools assigned to the regional. Each host school should remind the school representatives that the IESA has the right to review the seeding. If it becomes apparent that some representatives have purposely rated teams in a position that cannot be justified, appropriate actions may be taken by the IESA office to correct the problem. We do not anticipate having to do so because we believe that our member school representatives will exercise the integrity and sportsmanship they expect in return.

3.123 See Section 4.057 for wrestling seeding procedures.

3.124 See Section 4.073 for sectional track seeding procedures

NOTE: ATTENDANCE AT THE TRACK SECTIONAL SEEDING MEETING IS MANDATORY

- 3.125** A team withdrawing from competition following the online ranking deadline shall be declared as a forfeit. The remaining teams shall not be re-seeded. If a scholastic bowl team drops after the online seeding process, the teams shall be re-seeded.
- 3.126** The following penalties are in effect for schools that fail to submit their online roster/record and/or seeding information by the posted deadlines in the activities of girls softball, boys baseball, cross-country, girls volleyball, boys and girls basketball, boys wrestling, boys and girls track and field, and scholastic bowl:
- First offense: School will be placed on probation.
 - Second consecutive offense: School will be able to participate in the state series of the current year but will not be able to participate in the state series the following year unless the school pays a \$250.00 fee for reinstatement to the state series.

3.130 GENERAL RULES FOR IESA ATHLETIC ACTIVITIES

- 3.131** In regional, sectional, and state final tournament play, the host school shall not make its gymnasium or playing fields available to the visiting teams for practice sessions. This provision does not apply to sectional and state cross-country hosts.
- 3.132** During IESA state series tournaments (regional, sectional, state finals) games, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas.
- 3.133** All mechanical noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest.
- 3.134** If players or representatives of any school entered in an IESA state series tournament are found guilty of carelessly or maliciously breaking, damaging, or destroying property or equipment belonging to the host school or other visiting schools, such as damaging baskets or backboards during warm-up drills, breaking or damaging lockers, etc., destruction to other teams equipment, buses, etc., such school shall be held responsible for costs incurred in repairing or replacing such property or equipment.
- 3.135** No interscholastic tournaments may have a sponsor who is a manufacturer, distributor, or advertiser of tobacco or alcoholic beverages, political or religious groups, or of any other products or services which might reflect unfavorably upon the school or the Association.
- 3.136** Video-taping will be allowed in all IESA state series contests. Review of such video during a contest is determined by NFHS rule for each activity.
- 3.137** If a host school has a band capable of contributing to the entertainment, there is no objection to have it play before games and during intermission of IESA state tournament series games. Members of the band may be given free admission. Under no circumstances may the band instruments be used for cheering purposes. The use of band instruments for cheering purposes will be considered evidence of discourteous conduct and upon receipt of substantiating evidence of such conduct, the Executive Director will instruct the local manager to exclude the band from the gymnasium.
- 3.138** During a basketball game, there shall be a maximum of 12 cheerleaders performing sideline cheers on the floor at one time, provided the facility can safely accommodate this number. A game official may always ask for the sidelines (endlines) to be kept clear and reduce this number for the safety of the players. All cheers, performances, routines, or other activities conducted by a school's spirit squad (i.e. cheerleaders, pom poms, flags, drill team) shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations.
- NOTE:** Even though the NFHS allows certain tosses on certain surfaces for high school students, all tosses (sponge and basket) are prohibited at the IESA level.
- 3.139** Athletic uniforms may not show any commercial or non-school advertising and must be in compliance with the NFHS uniform rules for the respective sport. Warm-ups that are worn by the competitors may show commercial or non-school advertising.
- 3.140** In addition to team members listed on a school's Regional Entry Form limits on free passes to the IESA state tournament series shall be two managers, two statisticians, one scorekeeper, and 12 cheerleaders for all athletic activities (except volleyball and wrestling). Cheerleaders must be in uniform to be admitted free but are not allowed for the IESA state series in volleyball and wrestling. Managers, statisticians, and scorekeepers are not admitted free to the state wrestling finals.

During the 7th grade state tournament series in girls and boys basketball and girls volleyball, members of the school's

8th grade team may receive complimentary admission to state series games as long as they are accessing the tournament entrance with the competing 7th grade team. During the 8th grade state tournament series in girls and boys basketball and girls volleyball, members of the school's 7th grade team may receive complimentary admission to state series games as long as they are accessing the tournament entrance with the competing 8th grade team.

- 3.141 No alcoholic beverages shall be served at any IESA activity where there are students participating.
- 3.142 When excessive supervision costs by a host school causes a deficit in an IESA state series contest, it shall be brought to the attention of the Board of Directors by the Executive Director. A letter shall be sent to the host school's principal by the Board of Directors informing the host school if any action was taken by the Board.
- 3.143 All fans that attend IESA state series contests must wear shirts at all times.
- 3.144 Only students who are currently eligible to participate in an interscholastic contest shall appear at the contest in the uniform of their school.
- 3.145 No cell phones or electronic devices are permitted at the scorer's table during any contest. This includes both regular season contests and IESA state series contests.
- 3.146 Prayer at an IESA state series contest that takes place over a public address system is prohibited.
- 3.147 The use of flash photography at indoor contests during the state series is prohibited.
- 3.148 No spectators shall be allowed to sit on the first row of the bleachers during the state series in girls basketball, boys basketball, or girls volleyball. Spectators with special needs or elderly are exempt as space allows.

Illustrations for Section 3.130

The following is provided for illustrative purposes only and is neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. My regional baseball tournament is being hosted at a public park. Can I organize a team practice at this facility?

A. No. The By-Law prohibits visiting teams from practicing at a school's playing fields. Individuals could utilize the park for practice or a team could schedule a game at the facility but a school may not organize a team practice at the facility once the site has been chosen to serve as a state series facility.

Q. Our sectional cross-country meet will be held at (a) a public park; or (b) at a local school. Am I allowed to take my school squad and conduct a practice at these sites?

A. In both instances, a regular practice can be held without being in violation of 3.131. However, in situation (b), permission should first be obtained from the school.

Q. My cheer squad consists of 16 cheerleaders. When may they perform?

A. During play, only 12 can be cheering at one time provided the space can safely accommodate 12 cheerleaders. During full timeouts, between quarters, and at halftime, all 16 may perform provided the squad can complete their performance without delaying play. However, during the state series, only 12 may be admitted for free.

Q. Even though my cheerleading squad consists of only 6 girls can the game official require us to move?

A. Yes. The game officials have full authority to move cheerleaders and/or require that they not cheer in a certain area if he/she believes that the safety of the participants is at risk.

Q. I am hosting the regional basketball contest at my school. May I conduct a 50/50 drawing?

A. Yes. Effective with the 2009-10 school year, the Board of Directors has removed the By-Law prohibiting 50/50 and raffle drawings at state series contests.

Q. My cheerleading squad wants to participate in a local competition and perform basket tosses. Is this allowed?

A. No. Tosses are not allowed at the junior high level. Your squad should only perform stunts which they can safely perform.

Q. At halftime of our basketball game, my cheer squad is going to perform. The performance includes several basket tosses and double full twist dismounts. They will be performing on a soft-yielding surface. May they perform these stunts?

A. No. IESA rules prohibit all tosses (sponge and basket) and NFHS rules only permit 1¼ turns.

3.150 OPEN GYM LIMITATIONS

Schools may open their facilities, including off-site facilities that are used during particular athletic seasons, to students or other persons who reside in or outside their district under the following conditions:

- A variety of recreational activities are available during the course of the year.
- There is no coaching or instruction in the skills and techniques in any sport at any time.
- Participation is voluntary and is not required directly or indirectly for membership on a school squad.
- Comparable opportunities are afforded to all participants.

Illustration for Section 3.150

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. What procedures should schools use to ensure all students are adequately notified of opportunities to participate in open gyms?
A. Schools must publicize open gyms in a manner that ensures all students have a reasonable opportunity to be informed regarding dates and times of open gyms. Schools may utilize public address announcements, flyers, written announcements, or newsletters to notify students regarding open gyms.

Q. May a school conduct a sport specific open gym?
A. Yes, provided a variety of recreational activities are available during the course of the year.

Q. May a coed school conduct a gender specific open gym?
A. No.

Q. Is it permissible for a coach to play with or against students from his/her own school during out-of-season open gym programs?
A. Yes.

3.160 PROVISIONS FOR SUMMER PARTICIPATION

Students may participate either as an individual or as a member of a team in any type of athletic activity during the summer months. Students from the same school may participate on the same team. Summer months are defined as the time that the school closes in the spring until classes begin in the fall. A coach of a member school may coach students from the school during the summer.

Illustration for Section 3.160

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Can a member school and/or coach sponsor a summer camp and coach students from his or her own school?
A. Yes.

Q. Could a team representing a member school who participates in the IESA state series participate as a school team in summer tournaments?
A. Yes, provided the summer tournament is scheduled after the close of the school year for that particular team.

3.170 PROVISIONS FOR OUT-OF-SEASON CONTACT

After the official ending date of a sport season (according to the date listed in Division 4 of the IESA Handbook) students from the same member school may play together in a sport provided the school has no affiliation with the activity. In addition, a coach may coach the students from the school provided he/she is not coaching the students as an official representative of the school and is not receiving any school compensation for coaching.

Illustration for Section 3.170

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. My girls basketball team finished their season in December. Can my coach of that team and the same girls who comprised the school team, play in a non-school AAU tournament that is being held in Chicago in January?
A. Yes, provided the school has absolutely no involvement with the non-school tournament. The school cannot pay the entry fee, provide transportation, uniforms, a coaching stipend, etc. The "team" has to attend totally separate from the school and only as its own entity without any school involvement or affiliation.

4.000 ACTIVITY BY-LAWS

The latest National Federation of State High School Association rules shall govern the rules of play for all athletic activities with the exceptions noted for each sport in Division 4. See Division 2 for governing rules for regular season and tournaments. Any record established in the state final athletic competitions shall be considered as the IESA record for that event. Marks established in competitions other than the IESA finals shall not be considered as a state record.

4.010 BOYS BASEBALL

4.011 Regional, sectional, and state level competition shall be held for Classes 1A, 2A and 3A. Regional and sectional competition sites will be assigned by the IESA office. If a regional or sectional site is not assigned by the IESA office, then schools assigned to that regional/sectional may contact the IESA office to indicate their willingness to host a state series contest. Actual state series competition dates shall be in accordance with the IESA calendar. Seeding shall be done online according to the timeline in the IESA standardized calendar. Bids for regional, sectional, and state tournament sites shall be forwarded to the IESA office. See Section 3.120 for seeding procedures. It is recommended that the starting time for the regional championship be set no later than 4:00 p.m. for those fields without lights.

4.012 Season Limitations

No member school participating in the boys baseball state tournament series shall organize, hold tryouts, or practice prior to Monday of Week 5 in the IESA standardized calendar.

A member school may conduct its first interscholastic contest in baseball no earlier than Wednesday of Week 6, and its last interscholastic contest in baseball no later than Saturday of Week 17 in the IESA standardized calendar. There is not a maximum number of season contest limitations.

Only schools which have an established school team which has played at least three (3) interscholastic contests prior to the online roster and record deadline in that sport during the current season may participate in team competition in Association-sponsored meets or tournaments.

4.013 IESA State Tournament Team Limitations

Each tournament team shall consist of a maximum of 18 uniformed boys whose names appear on the Regional Entry Form. Schools may make changes to the Regional Entry Form until the "Roster Closed" deadline date as detailed in the Activity Calendar that is posted on the IESA website. After the Roster Closed deadline, no changes will be permitted on the Regional Entry Form.

All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition. If an opponent incurs a violation in the state series that requires a contest or contests to be forfeited, the following policy will be followed:

- If the violation affects only one round of competition, the opponent within that round will be advanced on to the next round of competition within the state tournament series.
- If the violation affects more than one round of competition, no opponent from the preceding rounds of competition shall be advanced to the next round of competition within the state tournament series.
- The advancement of opponents shall be determined by the IESA office.

It shall be the responsibility of regional and sectional host schools to list the tournament winner on the IESA website after the conclusion of the tournament.

When a sectional site is not determined, the two regional winners shall contact each other, confirm the sectional site, and notify the IESA office as soon as possible. The IESA office will assist in determining the host school if needed. If both regional winners desire to host, a coin flip conducted by the IESA office will determine the host.

4.014 Exceptions to National Federation Rules

**Regulation baseball uniforms are not necessary. A minimum uniform shall be a baseball cap, shoes, long pants, and a T-shirt with numbers. [1-4-1]

**It is strongly recommended that coaches be attired in school colors although adult coaches are not required to be in the uniform of the team. [3-2-1].

**A regulation game shall be played to a full 7 innings (6 ½ if the home team is ahead). For regular season games, no inning shall start 2 hours after the first pitch of the game. Any inning in progress shall be completed. If teams are tied after the time limit has been reached it shall be considered a tie game. The current 10 run, 12 run, and 15 run rules remain in place. However, by mutual agreement before a game begins, teams may play a 5 inning or 6 inning contest at which time the game will be considered a regulation contest. All state series games shall be played to 7 innings

except in the case of a mercy rule game; a game shortened by weather or darkness; or the third-place game of the state finals. The third-place game shall be played to whichever happens first: 7 innings or 2 hours in time limit. The time limit is consistent with regular season rules, no inning may begin after 2 hours from the first pitch. If both teams are tied after this point, the game will continue using the international tie breaker rule until a winner is determined. [4-2-1; 4-2-3]

**The ten-run rule is in effect and the game shall end when the visiting team is behind 10 runs or more after 4½ innings, or after the 5th inning, if either team is 10 runs behind and both teams have had an equal number of times at bat. A 12 run rule is in effect and the game shall end when the visiting team is behind 12 runs or more after 3½ innings, or after the 4th inning, if either team is 12 runs behind and both teams have had an equal number of times at bat. A 15 run rule is also in effect and the game shall end when the visiting team is behind 15 runs or more after 2½ innings, or after the 3rd inning, if either team is 15 runs behind and both teams have had an equal number of times at bat. [2-17-1, 4-2-2]

**All regular season games that require extra innings to determine the winner shall start with a runner on second base and no outs. The runner placed on 2nd base shall be the player in the batting order position previous to the leadoff batter of the extra inning. Each team has the opportunity to bat each inning. The game is over when one team has the lead at the end of an inning.[4-2-2]

**The Suggested Speed-Up Rules pertaining to courtesy runners have been adopted. [2-33-1]

**Any state series game that is suspended for reasons of weather, darkness, or mechanical failure (i.e. lighting problems, power outage, water system problems), and does not meet game ending regulations as described in rule 4-2-3, will be treated as a suspended game and continued from the point of suspension when the game is able to resume. The line-up and batting order shall be the same as the lineup and batting order at the point of suspension. Pitching limitations will still apply whenever the game is resumed. The coach of the team trailing at the time of the suspension may forfeit the contest at which time the game will be considered a complete game. [4-2-3, 4-2-4]

**When a regular season game is stopped for any reason, the school administration of the participating schools may choose to do one of the following:

- Suspend the game and mutually agree to resume the game at the point of suspension at a later date and time; or
 - the team losing at the time of the suspension can forfeit and the team winning at this time would claim this as a win on their record; or
 - the team winning at the time of the suspension can forfeit and thus the team losing at this time would claim this as a win on their record; or
- the schools mutually agree to record the game as a "no game." [4-2-3, 4-2-4]

**Diamonds for all regular season and state series games shall be 80 feet square with the pitching distance at 54 feet. The distance from home plate to the middle of second base is 113 feet, 1 5/8 inches. All other sections of NFHS rule 1-2 should be followed. If a school desires to host the semi-final and championship games of the regional and/or a sectional contest, their field must have the specifications listed above and a fence 225 feet or more from home plate. The recommended minimum distance from home plate to the backstop is 20 feet. Schools should not apply to host a regional or a sectional if their field does not meet these requirements. In cases where no field meets these specifications, then the schools assigned to the regional will meet to determine the regional host. First-round regional games which are played at the site of the higher seeded teams do not have to meet the home run distance. [1-2-1]

**The use of Safe-Base, or a manufactured reproduction thereof, shall be mandatory in all regular season and tournament play. No game shall be played unless the Safe-Base is in use. The rules pertaining to Safe-Base shall be as follows: The batter-runner should use the orange portion only on the first attempt at first base. A runner is never out for touching the white base rather than the orange portion. Once the runner reaches first base, the runner shall then use only the white base. The defensive player may use only the white portion of the bag in making any play at first. One exception--On a missed third strike the first baseman may use the orange portion for the putout throw from the catcher. A batted ball must hit totally in the orange to be foul. [1-2-9]

**Portable pitching mounds be allowed for postseason play under the following conditions [1-2-7]:

1. The size of the portable mound will be as such where a pitcher may step back off the pitching rubber, stride towards home plate during a pitch, or execute a pick off move to any base without stepping off the mound.
2. The size of the portable mound will be as such where a pitcher may step back off the pitching rubber, stride towards home plate during a pitch, or execute a pick off move to any base whereas the slope in each direction would be equivalent to that of a normal regulation dirt mound.
3. The portable mound will be free of any defections, including holes, tears, and loose material on any parts of the mound.

**The on-deck batter may use either on-deck circle. The on-deck batter may only move to the on-deck circle during a dead ball. The on-deck batter must remain in the on-deck circle unless the batter switches hitting positions at which time the umpire would have the discretion to allow the on-deck batter to change circles. [1-2-3]

**In any instance in which a team does not have an eligible substitute for a player who becomes ill, injured, or is ejected from the lineup by an umpire, the player last removed from the lineup by the team coach, who is otherwise eligible to play, shall be used as a substitute, taking the batting-lineup position of the replaced player. When a team's last available substitute enters the game as part of a multiple substitution, the team coach shall advise the umpire and official scorekeeper which player is to be considered the last player removed from the lineup. [3-1-3]

BATS (NFHS Rule 1-3-2)

**The following bats are legal for use in IESA contests:

- Any non-wood bat containing a silkscreened or permanently marked BBCOR label as detailed in section 1-3-2 of the NFHS baseball rules book or;
- Any bat 30 inches and under that has a greater than minus three drop and a barrel diameter of 2 5/8 inches provided that bat contains the USA Baseball logo or;
- Any wood bat that meets the NFHS standards as detailed in section 1-3-2 and 1-3-3 of the NFHS baseball rules book.

NOTE 1: All bats 31 inches and over must meet the NFHS bat guidelines and contain the BBCOR label

NOTE 2: All bats with a 2 1/4" barrel diameter are illegal

NOTE 3: Any bat with a USSSA logo is illegal

NOTE 4: Any bat with a BESR label is illegal

The following are examples of legal and illegal non-wood bats. This list is not intended to be all inclusive or all exclusive:

Examples of Legal and Illegal Non-Wood Bats That Do Not Contain a USA Baseball Logo			
Length	Weight	Barrel Diameter	Status
31	28	2-5/8"	Legal assuming BBCOR labeled
30	22	2-3/4"	Illegal—Maximum barrel diameter is 2-5/8". Additionally, this bat will not contain the BBCOR label
30	20	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
29	18	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
31	20	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
28	19	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
31	28	2-3/4"	Illegal—Maximum barrel diameter is 2-5/8". Additionally, this bat will not contain the BBCOR label.
29	26	2-5/8"	Legal assuming BBCOR labeled
30	27	2-5/8"	Legal assuming BBCOR labeled
32	22	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
31	25	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
30	27	2-1/2"	Legal assuming BBCOR labeled
30	18	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal

Examples of Legal and Illegal Non-Wood Bats That Are Marked With a USA Baseball Logo			
Length	Weight	Barrel Diameter	Status
30	20	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat
31	20	2-5/8"	Illegal—All bats 31" and over for use in IESA contests must meet NFHS guidelines including BBCOR label. It does not matter if this bat has a USA Baseball logo. A 31" bat must be BBCOR labeled.
28	18	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat
29	18	2-1/4"	Illegal—No bat with a 2-1/4" barrel diameter is legal
31	21	2-5/8"	Illegal—All bats 31" and over for use in IESA contests must meet NFHS guidelines including BBCOR label. It does not matter if this bat has a USA Baseball logo. A 31" bat has to be BBCOR labeled.
27	15	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat
29	19	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat
30	18	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat
30	20	2-1/2"	Illegal—Any bat with a USA Baseball logo must have a 2-5/8" barrel diameter.
30	22	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat
30	25	2-5/8"	Legal assuming USA Baseball Logo is silk screened on bat

**In addition to the penalty as listed in NFHS rule 7-4-1 for the use of an illegal bat, a player who uses an illegal bat shall be immediately ejected from the contest and cannot return to that contest under any circumstance. [7-4-1]

IESA PITCH COUNT LIMITATIONS---REGULAR SEASON AND STATE SERIES

PITCH COUNT PER DAY	REQUIRED DAYS OF REST	MAXIMUM NUMBER OF PITCHES ON NEXT APPEARANCE	NEXT APPEARANCE CAP
			Note: Pitch count caps are soft, meaning that the pitcher will be afforded the opportunity to finish the at bat if the maximum is reached in the middle of an at-bat.
1-20	0 days	70 pitches	A pitcher who throws 1-20 pitches may pitch on two consecutive days without rest. The maximum number of pitches that can be thrown on the second day is 70. A pitcher who throws on two consecutive days must rest for one day.
21-35	1	Up to 90	A pitcher who throws 21-35 pitches must rest for one day. After one day of rest, the pitcher is eligible to pitch to a cap of 90 pitches.
36-50	2	Up to 90	A pitcher who throws 36-50 pitches must rest for two days. After two days of rest, the pitcher is eligible to pitch to a cap of 90 pitches.
51-65	3	Up to 90	A pitcher who throws 51-65 pitches must rest for three days. After three days of rest, the pitcher is eligible to pitch to a cap of 90 pitches.
66-90	4	Up to 90	A pitcher who throws 66-90 pitches must rest for four days. After four days of rest, the pitcher is eligible to pitch to a cap of 90 pitches.

Any pitcher (either the starting pitcher or any relief pitcher) withdrawn from the mound or game may return to the pitching position once per game as long as it is within the legal reentry rule. [3-1-2 note]

Each team's coach must input their pitch counts for each pitcher into the IESA website by NOON the following morning for all post season games. If a coach doesn't input their pitches, all available pitchers will drop down one tier of available pitches in the pitching limitations chart for the next game. (90 to 70. 70 to 50) (Post season only).

Illustrations for Section 4.015

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q: My pitcher has a maximum of 90 pitches to throw today. My "intent" is to limit the pitcher to 20 pitches so he can throw the next day. In the middle of an at-bat the pitcher reaches 20 pitches. What happens if he ends up throwing 25 pitches because he finished the at-bat?

A: The pitcher would have to rest one day if he threw between 21-35 pitches. The "soft-cap" does not apply here. The soft cap applies when the *maximum* number of pitches for a day has been reached. In this instance, the maximum for the day was 90 pitches; not 20. By allowing the pitcher to throw 25 pitches, one day of rest must now follow.

Q: My pitcher can throw 90 pitches today. In the middle of an at-bat, he reached his 90th pitch. Can he finish the at-bat?

A: Yes. This is a soft-cap issue and a pitcher can finish the at-bat when it is the maximum number of pitches in a day is reached in the middle of an at-bat.

Q: My starting pitcher is removed from the mound during the third inning but remained in the game as the shortstop. Can he return to the mound in the 5th inning to finish the game as the pitcher?

A: Yes, assuming he has sufficient numbers of daily pitches remaining. Starting pitchers can return to the mound once per game.

Q: I removed my starting pitcher from the game in the second inning and he returned to the mound in the 4th inning. Because he does not hit very well, I want to pinch hit for him in the 6th inning. What is his playing status if I pinch hit for him?

A: In this instance, the player has to be removed from the game. Although you legally entered him back in the pitching position (starting pitchers may re-enter as the pitcher once per game) once you pinch hit for him, regulation re-entry rules prohibit him from re-entering the contest.

Q: I removed my starting pitcher in the 4th inning. He did not stay in the game. Can he re-enter in the pitching position to get the final out of the game?

A: Yes, assuming he has sufficient number of daily pitches remaining and he re-enters according to the re-entry rules.

Q: I brought in a relief pitcher to face one batter in the 5th inning. After he retired that batter he stayed in the game as the right fielder. Can he pitch to one batter in the bottom of the 7th inning?

A: Yes. Effective with the 2018 season, relief pitchers removed from the mound may return to the game as the pitcher as long as he has sufficient pitches remaining for the day.

Q. Our game was suspended due to weather conditions in the middle of the 4th inning. Can my pitcher complete the game the next day?

A. Maybe. Once a pitcher throws 21 pitches, at least one day of rest is required. In this instance, if he threw 21-35 pitches before the game was suspended, he cannot pitch until he has had at least one full day of rest making him ineligible to pitch the next day.

Q. My team has advanced to the semi-finals of the Class 3A state tournament. Can my pitcher throw 45 pitches in the semi-final game and then come back and throw 20 pitches in either the third place or championship game?

A. Maybe. It all depends on the number of pitches that your pitcher can throw that day. If he can throw 90 pitches on Saturday, then he can throw in both games in any combination up to a maximum of 90 pitches. If he can only throw 50 pitches on Saturday and he throws 45 in the first game, then he would only have 5 pitches to throw in the second game. The pitching limitation is based on the number of pitches allowed on a given day and it is no longer based on innings.

Q. My pitcher has pitched 7 innings. The score is tied after 7 innings. May he continue to pitch in the 8th inning since the game is tied?

A. Maybe. A pitcher is allowed a maximum of 90 pitches in one day if he has had the required rest between outings. Assuming he has 90 pitches available in one day and in this instance he has only thrown 80 pitches after 7 innings and the score is tied, he still has 10 pitches remaining that day. A pitcher who pitches more than he is allowed is considered an ineligible player at that point and the game shall be forfeited in accordance with By-Law 5.071.

Q. Our game is in the top of the 7th inning. My pitcher has 4 pitches left to throw before he will reach his maximum for the day. After his 4th pitch of the inning, the count on the batter is 2-2. Can he finish pitching to the batter?

A. Yes. However, once the batter has completed his at bat, in this instance, the pitcher must be immediately removed from the mound. Coaches need to have a new pitcher ready to come into the game when the pitcher has been removed from the mound.

Q. My pitcher threw 10 pitches on Monday and only 7 pitches on Tuesday. How many pitches can he throw on Wednesday?

A. None. A pitcher who throws on two consecutive days must rest for at least one full day before he can pitch again. In this instance, the next time the pitcher could throw would be on Thursday---up to a maximum of 90 pitches.

Q. Our regional championship game was scheduled for Monday. Due to weather, it was not played until Tuesday. On Tuesday, my best pitcher threw 85 pitches and shut out the opponent. Can he pitch in the sectional championship game on Saturday?

A. No. When a pitcher throws between 66 and 90 pitches, the pitcher must rest for four days before he can pitch again. In this case, he would have only rested three days (Wednesday, Thursday, and Friday) which would make him ineligible to pitch on Saturday.

Q. Our regional championship game was scheduled for Monday but was not played until Tuesday due to weather. However, I noticed that our opponent for the sectional was able to play on Monday. Their starting pitcher will be able to throw in the sectional on Saturday because he has had four days of rest but if my #1 pitcher throws 66 or more pitches on Tuesday he will not be able to throw on Saturday because he will not have had four days rest. Is this fair?

A. The rules are in place for the safety of the pitchers. The rules do not take into account for any weather delays. In this instance, you will either want to limit your #1 pitcher to 51-65 pitches in the regional championship being played on Tuesday so he can throw again on Saturday or if he pitches 66-90 pitches on Tuesday, he will be ineligible to pitch on Saturday.

4.016 Pitching Limitation Penalty

In addition to automatic forfeiture of the contest, should a student exceed the individual limitations listed, the coach of the team shall be ineligible to coach for the next two interscholastic contests at the level where the violation occurred and all other interscholastic contests at any level in the interim.

4.017 Awards

Plaques shall be awarded to the regional and sectional winner, and trophies to the champion, runner-up, third, and fourth place winners at the state final competition.

Twenty-six individual medals will be presented to the first, second, third, and fourth place team winners in the state final competition.

4.020 GIRLS SOFTBALL

4.021 Regional, sectional, and state level competition shall be held for Classes 1A, 2A, and 3A. Regional and sectional competition sites will be assigned by the IESA office. If a regional or sectional site is not assigned by the IESA office, then schools assigned to that regional/sectional may contact the IESA office to indicate their willingness to host a state series contest. Actual state series competition dates shall be in accordance with the IESA calendar. Seeding shall be done online according to the timeline in the IESA standardized calendar. Bids for regional, sectional, and state tournament sites shall be forwarded to the IESA office. See Section 3.120 for seeding procedures. No regional contest may begin after 5:00 p.m. on a field that does not have lights.

4.022 Season Limitations

No member school participating in the girls softball state tournament series shall organize, hold tryouts, or practice prior to Monday of Week 4 in the IESA standardized calendar.

A member school may conduct its first interscholastic contest in girls softball no earlier than Wednesday of Week 5, and its last interscholastic contest in girls softball no later than Saturday of Week 16 in the IESA standardized calendar. There is not a maximum number of season contest limitations.

Only schools which have an established school team which has played at least three (3) interscholastic contests prior to the online roster and record deadline in that sport during the current season may participate in team competition in Association-sponsored meets or tournaments.

4.023 IESA State Tournament Team Limitations

Each tournament team shall consist of a maximum of 18 uniformed girls whose names appear on the Regional Entry Form. Schools may make changes to the Regional Entry Form until the "Roster Closed" deadline date as detailed in the Activity Calendar that is posted on the IESA website. After the Roster Closed deadline, no changes will be permitted on the Regional Entry Form.

All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition. If an opponent incurs a violation in the state series that requires a contest or contests to be forfeited, the following policy will be followed:

- If the violation affects only one round of competition, the opponent within that round will be advanced on to the next round of competition within the state tournament series.
- If the violation affects more than one round of competition, no opponent from the preceding rounds of competition shall be advanced to the next round of competition within the state tournament series.
- The advancement of opponents shall be determined by the IESA office.

It shall be the responsibility of regional and sectional host schools to list the tournament winner on the IESA website after the conclusion of the tournament.

When a sectional site is not determined, the two regional winners shall contact each other, confirm the sectional site, and notify the IESA office as soon as possible. The IESA office will assist in determining the host school if needed. If both regional winners desire to host, a coin flip conducted by the IESA office will determine the host.

4.024 Exceptions to National Federation Rules

****The 10-run rule is in effect and the game shall end when the visiting team is behind 10 runs or more after 4 ½ innings, or after the 5th inning, if either team is 10 runs behind and both teams have had an equal number of times at bat. The 12-run rule is in effect and the game shall end when the visiting team is behind 12 runs or more after 3 1/2 innings, or after the 4th inning if either team is 12 runs behind and both teams have had an equal number of times at bat. A 15-run rule is also in effect and the game shall end when the visiting team is behind 15 runs or more after 2 ½ innings, or after the 3rd inning, if either team is 15 runs behind and both teams have had an equal number of times at bat. [2-26-2, 4-2-3]**

****The use of Safe-Base, or a manufactured reproduction thereof, shall be mandatory in all regular season and tournament play. No game shall be played unless the Safe-Base is in use. The application of the Safe-Base rule shall follow NFHS guidelines. [1-2-1]**

****Adult coaches are not required to be in the uniform of the team, but it is recommended that coaches be attired in school colors. [3-5-3]**

****Any state series game that is suspended for reasons of weather, darkness, or mechanical failure (i.e. lighting problems, power outage, water system problems) will be treated as a suspended game and continued from the point of suspension when the game is able to resume provided it is not a completed regulation game as detailed in NFHS rule 4-2-2. The coach of the team trailing at the time of the suspension may forfeit the contest at which time the game will be considered a complete game. [4-2-2; 4-2-3]**

****When a regular season game is stopped for any reason, the school administration of the participating schools may choose to do one of the following:**

- Suspend the game and mutually agree to resume the game at the point of suspension at a later date and time; or
- the team losing at the time of the suspension can forfeit and the team winning at this time would claim this as a win on their record; or
- the team winning at the time of the suspension can forfeit and thus the team losing at this time would claim this as a win on their record; or
- the schools mutually agree to record the game as a "no game." [4-2-3]

****The pitching distance shall be set at 40 ft. [1-1-2 b]**

**The international tie breaker rule may be used any time after the 7th inning upon agreement of both coaches prior to the start of the contest. The international tie breaker rule will not be used in the state series. If used in a regular season contest, the following tiebreaker rules shall be in effect:

- The last batter from the previous inning is placed on 2nd base--play then continues under regular rules
- It is not sudden death
- Each team has the opportunity to bat each inning
- The game is over when one team has the lead at the end of an inning [4-2-5]

**First and last names must be included on the line-up card presented to the umpire prior to the start of the contest. [3-1-3]

**The on-deck batter may use either on-deck circle. The on-deck batter may only move to the on-deck circle during a dead ball. The on-deck batter must remain in the on-deck circle unless the batter switches hitting positions at which time the umpire would have the discretion to allow the on-deck batter to change circles. [1-1-6]

4.025 Awards

Plaques shall be awarded to the regional and sectional winner, and trophies to the champion, runner-up, third, and fourth place winners at the state final competition.

Twenty-six individual medals will be presented to the first, second, third, and fourth place team winners in the state final competition.

4.030 BOYS AND GIRLS CROSS-COUNTRY

4.031 Sectional and state level competition shall be held for girls and boys in **Classes 1A, 2A, 3A, and 4A**. Sectional sites may be determined by a meeting of the participating schools or the site may be assigned by the IESA office. If a sectional site is not assigned by the IESA office, then schools assigned to that sectional may contact the IESA office to indicate their willingness to host the sectional. The sectional shall be held on the date approved in the IESA standardized calendar. Bids for the sectional and state meet site shall be forwarded to the IESA office.

4.032 Season Limitations

No member school participating in the boys and/or girls cross-country state series shall organize, hold tryouts, or practice prior to Monday of Week 5 in the IESA standardized calendar. There is not a maximum number of season contest limitations.

A member school may conduct its first interscholastic contest in boys and/or girls cross-country no earlier than Saturday of Week 6 and its last interscholastic contest in boys and/or girls cross-country no later than Saturday of Week 17 in the IESA standardized calendar.

Only schools which have an established school team which have participated in at least three (3) interscholastic contests prior to the sectional meet during the current season may participate in team competition in Association-sponsored meets.

4.033 IESA State Tournament Team Limitations

Full teams shall consist of a minimum of five to a maximum of seven students.

A member school may elect to enter one to four individual runners rather than a full team, without being eligible for team awards.

Boys and girls cross-country races shall be held separately, although boys and girls meets shall be held on the same date at the same location.

A maximum of 10 runners may be listed on the Sectional Entry Form. Up to seven of the 10 may run in the sectionals. If a school runs more than seven individuals in the sectional race, all runners in that race from that school will be disqualified and may not advance to the state meet. For purposes of advancement, teams shall be considered to consist of those runners who participated in the sectional. However, any runner whose name appears on the Sectional Participant Information may be used as a substitute at the state final provided the runner remains eligible for the meet. The Sectional Participant Information must be completed on-line and must be submitted by 12 noon on the Wednesday preceding the sectional. No changes may be made to the Sectional Entry Form after 12 noon on the Wednesday preceding the sectional. Failure to submit the entry form as required will result in disqualification from the sectional.

Team Advancement to State---There will be eight (8) sectionals in each class- 1A, 2A, 3A, 4A. The first, second, and third place sectional teams shall advance to state level competition. For purposes of advancement of teams from sectionals to the state final, if a tie occurs at the **last qualifying spot**, the teams tied advance to the state final.

Individual Advancement to State--- In each class- 1A, 2A, 3A, 4A, the top seven (7) individuals not on the first, second, or third place teams shall advance to state level competition. The IESA cross-country administrator will add additional individual runners within the top ten of a given sectional as state qualifiers.

Illustration for Section 4.033

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. If a five-member cross-country team advances to state competition from the sectional, what happens if one member is unable to run due to illness, ineligibility, or absence?

A. The other four members will run as individuals. The individuals will not be eligible for team awards.

4.034 Exceptions to National Federation Rules

**Courses for the sectional and state final meets for both boys and girls shall be no more than 2.1 miles nor less than 1.9 miles in length. Every effort should be made to run on a two-mile course. The length of the course for the state final races will be 2.0 miles. The boys and girls will run in separate races during the state series. [8-1-1]

**The finish line for all regular season meets and invitationals, as well as the IESA state series meets shall be at the mouth of the chute. At the state final meet, computer scoring shall be used. The computer tag will be attached to the bib number. Essentially the chip is used as a timing device. NFHS Track and Field and Cross-Country Rules allows for this scoring method. The finish line area shall be set-up in accordance with National Federation rules. [8-1-3; 8-3-3]

**Sectional hosts that do not use a chip scoring/timing system must have their finish line in accordance with NFHS rule 8-1-3. The finish line for all sectional meets shall be at the mouth of the chute. [8-1-3]

**One false start shall be permitted each contestant in each race. [8-6-1]

**Names and/or numbers of identical color and design on the same place of all members' uniforms shall be ruled identical. [4-3-2]

**Uniforms may be taped or knotted when done for the purpose of allowing a better fitting uniform. [4-3-1(b-3)]

A race **MAY (not shall) be recalled by the starter if a runner falls in the first 100 meters due to contact with another runner. [8-4-4-a]

**Unapproved adornment devices shall not be worn. [4-3]

**At the State Meet only, a video review of all races will be conducted. Hip numbers will be required to be worn for all state meet runners. [3-3-4]

4.035 Scoring and Awards

In cross-country sectional and state meets, the top five finishers shall be counted toward team standings. When meets include both team and individual entries, see Situation Rule 8-2 in the National Federation Track and Field Case Book for scoring procedures.

Prior to the sectional awards ceremony, the sectional host manager shall conduct a meeting of all coaches assigned to the sectional at which time the sectional results will be shared. Coaches who believe the results may be incorrect shall immediately bring it to the attention of the local manager.

A plaque shall be awarded to the teams finishing first, second, and third at each sectional. Trophies shall be awarded to the champion, runner-up, third place, and fourth place teams in each class at the state meet.

A **medal** shall be given to the runners finishing 1-10 at sectional cross-country meets. Medals will be awarded to the top 25 individuals in each class at the state cross-country meet.

Fifteen individual medals will be presented to the competitors of the first, second, third, and fourth place team winners in each class at the state final competition.

4.040 BOYS AND GIRLS BASKETBALL

4.041 Regional, sectional, and state level competition shall be held for Classes 1A, 2A, 3A, and 4A in both the seventh and eighth grades. Regional and sectional competition sites will be assigned by the IESA office. If a regional or sectional site is not assigned by the IESA office, then schools assigned to that regional/sectional may contact the IESA office to

indicate their willingness to host a state series contest. When inclement weather alters the designated playing site of a regional tournament game, the higher seeded team will host the game(s) unless schools mutually agree to a different site. If weather forces the sectional to be rescheduled, the host must reschedule the sectional for Thursday or the IESA will release the sectional to the participating schools so the sectional can be completed on Thursday. If both schools express an interest in hosting, a coin flip will be done in the IESA Office to determine the new sectional host. Actual state series competition dates shall be in accordance with the IESA calendar. No eighth-grade regional tournaments will be permitted to be scheduled on seventh grade sectional dates. Sectional hosts shall not schedule regular season contests of any activity on sectional dates at the venue where the sectional is being played. It is recommended that regional competition be scheduled in the evening hours to increase receipts and minimize the assessment to participating schools. Bids for regional, sectional, and state tournament sites shall be forwarded to the IESA office. See Section 3.120 for seeding procedures.

Illustrations for Section 4.041

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. I am a sectional basketball host and will be hosting a regular season volleyball contest in an auxiliary gym in my school. Separate dressing rooms will be used for the regular season volleyball contest. May I host the volleyball contest?

A. Yes. The primary playing court reserved for the sectional basketball game nor the locker rooms that would be used for this game would be affected.

Q. I am hosting a girls' basketball sectional. Can I conduct a boys' basketball practice on the sectional game floor prior to the sectional game?

A. Yes. If the practice is being held on the sectional game floor, the practice must be concluded and the locker rooms vacated at least one hour prior to the scheduled game time.

Q. I am serving as the host for our boys basketball regional. My school dismisses students at 3:10 p.m. and our regional is scheduled to start at 6:00 p.m. May I conduct a practice for my team on the day of the regional in my school gymnasium where the regional is played?

A. Yes, as long as your practice is completed by 5:00 p.m. Host schools are only allowed to practice in any of the school's facilities until one hour prior to the start of the game.

Q. My school is serving as the regional host. I have an auxiliary gymnasium that I would like to practice in because the main gymnasium, which is the site of the actual regional, is occupied immediately after school. May I practice in this auxiliary gymnasium?

A. Yes, but only until one hour before the start of the regional contest. After that you may not practice in the auxiliary gymnasium or the main gymnasium as schools are only allowed to practice in any of the school's facilities until one hour prior to the start of the game.

4.042 Season Limitations

No member school participating in the girls basketball state tournament series shall organize, hold tryouts, or practice prior to Monday of Week 9. No member school participating in the boys basketball state tournament series shall organize, hold tryouts, or practice prior to Monday of Week 16 in the IESA standardized calendar.

A member school may conduct its first interscholastic contest in girls basketball no earlier than Saturday of Week 10. The last interscholastic contest in girls basketball shall be no later than December 23. A member school may conduct its first interscholastic contest in boys basketball no earlier than Saturday of Week 17. The last interscholastic contest in boys basketball shall be no later than Saturday of Week 36 in the IESA standardized calendar.

Only schools which have an established school team which has played at least three (3) interscholastic contests prior to the online roster and record deadline in that sport during the current season may participate in team competition in Association-sponsored meets or tournaments. Failure to do so will result in suspension from the state series.

4.043 Team Limitations

No basketball team representing a member school shall, in any one season and exclusive of the IESA series, participate in more than 24 games. All interscholastic competitions shall be considered a game.

Illustrations for Section 4.043

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. In prior years, I could only schedule a maximum of two tournaments. Am I correct that the rule would now allow me to schedule five tournaments as long as the total number of games between tournaments and regular season games does not exceed 24?

A. Yes. A team may now play any combination of regular season games and regular season tournaments as long as the total number of games played does not exceed 24. A team entering regional play with more than 24 games played would be in violation of this rule.

Q. Does a scrimmage against another school team qualify as a game?

A. Yes. An interscholastic scrimmage is considered a game, must count toward your total game limitation, and should be reported on your regular season schedule.

4.044 IESA State Tournament Team Limitations

Each tournament team shall consist of a maximum of 15 uniformed girls for girls' teams and/or 15 uniformed boys for boys' teams whose names appear on the Regional Entry Form. Each school entering the basketball state series must submit its Regional Entry Form via the internet through the IESA Member School Center to the IESA office. Schools may make changes to the Regional Entry Form until the "Roster Closed" deadline date as detailed in the Activity Calendar that is posted on the IESA website. After the Roster Closed deadline, no changes will be permitted on the Regional Entry Form.

Basketball warm-up periods shall be limited to 15 minutes in all tournament play.

All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition. If an opponent incurs a violation in the state series that requires a contest or contests to be forfeited, the following policy will be followed:

- If the violation affects only one round of competition, the opponent within that round will be advanced on to the next round of competition within the state tournament series.
- If the violation affects more than one round of competition, no opponent from the preceding rounds of competition shall be advanced to the next round of competition within the state tournament series.
- The advancement of opponents shall be determined by the IESA office.

For a team competing in two regional games in one day, the time between the start of the first regional game for that team and the start of the second regional game for that team must be a minimum of three (3) hours.

4.045 Individual Limitations

For regular season contests and all tournaments (regular season and state series), students shall be limited to a maximum of eight (8) quarters per day. Participation in a quarter shall mean that a student actually competes (regardless of the length of time) in the quarter.

Students may participate in either or both grade levels of the IESA state tournaments for which they are qualified. Eighth graders are never permitted to play on seventh grade teams. Seventh graders are never allowed to participate on sixth grade teams.

Students in 5th or 6th grade who participate on the school's 7th and/or 8th grade teams must abide by all IESA rules and regulations only during the IESA season for the given activity.

In addition to automatic forfeiture of the contest, should a student exceed the individual limitations listed, the coach of the team shall be ineligible to coach for the next two interscholastic contests at the level where the violation occurred and all other interscholastic contests at any level in the interim.

Illustrations for Section 4.045

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Can a student play 3 quarters in the 7th grade game and 3 quarters in the 8th grade game on the same night?

A. Yes. Students may play 8 quarters in one day.

Q. Can a student play 4 quarters in the 7th grade game and 4 quarters in the 8th grade game on the same night?

A. Yes. Beginning with the 2014-15 season, students may play 8 quarters in one day.

Q. Our conference 7th grade tournament is scheduled so there are two games on Saturday. Is this allowed?

A. Yes. In tournament play, teams may play more than one game in a day and individuals may play up to 8 quarters in one day.

Q. Can a 7th grader play 4 quarters in a 7th grade game tournament and later that day play in an 8th grade tournament?

A. Yes. Beginning with the 2007-08 school season the By-Law was modified to allow a student to play no more than 8 quarters a day in regular season tournaments.

4.046 Exceptions to National Federation Rules

**The smaller basketball has been adopted for IESA girls state tournament play. [1-12-1d& e]

**Undergarments shall be a single solid color similar to the torso of the jersey and shall be hemmed and not have frayed or ragged edges. If the undershirt has sleeves, they shall be the same length. [3-5-6]

NOTE: This exception removes the logo restriction. At the IESA level, undergarments that have more than one logo and/or the logo size exceeds what is allowed by NFHS rule shall be legal.

**Host schools shall provide a black and white striped garment to be worn by the official scorer for all games as required by NFHS rule. [2-11-12]

**All games shall consist of six-minute periods. Overtime periods shall be three minutes. Member schools may play away basketball games with seven-minute quarters with member schools of the Southern Illinois Junior High School Athletic Association. [5-5-2, 5-7-3]

**The Association has adopted the use of a 28 ft. coaching box for basketball. [1-13-2]

**The Association has adopted a "mercy" rule for all regular season contests, tournaments and the IESA state series (regional, sectional, and state). [5-5-3 note]

**The following guidelines for the administration of the mercy rule shall be used:

- A running clock shall be utilized during the fourth quarter in contests with a 30-point differential in score.
- Once the clock begins running continuously because of the point differential, it is to remain running for the rest of the contest, even if the point differential drops under the 30-point barrier during the fourth quarter.
- If a contest should begin its fourth quarter with a 30-point differential in score or greater, the entire fourth quarter will be played with a running clock. The running clock shall not be used prior to the fourth quarter of any contest.
- If, while using the running clock because of the point differential and the trailing team somehow tied the contest at the end of regulation, any and all subsequent overtime periods would be played using the continuous clock.
- The running clock would only be stopped once it starts for the following:
 - a. a team timeout, or
 - b. to replace a disqualified player, or
 - c. to administer a technical foul, or
 - d. to attend to an injured player, or
 - e. any other situation of concern to an official, or
 - f. the running clock will be stopped during free throws when there is one minute left in play.

**It is recommended a safe area be in place for all state tournament series contests as determined by the local and game management. [1-2-1]

**The official scorer and timer for all regular season and state series games must be at least 16 years of age.

4.047 Awards

Plaques shall be awarded to the regional and sectional winner, and trophies to the champion, runner-up, third, and fourth place winners at the state final competition.

Twenty-three individual medals will be presented to the first, second, third, and fourth place team winners in the state final competition.

4.050 BOYS WRESTLING

4.051 Regional, sectional, and state level competition shall be held for Classes A and AA. Regional and sectional competition sites will be assigned by the IESA office. If a regional or sectional site is not assigned by the IESA office, then schools assigned to that regional/sectional may contact the IESA office to indicate their willingness to host a state series contest. Actual state series competition dates shall be in accordance with the IESA calendar. Seeding shall be done at the regional seeding meeting. Bids for regional, sectional and state tournament sites shall be forwarded to the IESA office. See Sections 4.057 for seeding procedures. Schools offering to host a regional or a sectional must use digital scales to conduct weigh-ins.

4.052 Season Limitations

No member school participating in the IESA Wrestling State Tournament Series shall organize, hold tryouts, or practice prior to Monday of Week 22 in the IESA standardized calendar.

A member school may conduct its first interscholastic contest in boys wrestling no earlier than Monday of Week 23, Effective July 1, 2023

and its last interscholastic contest in boys wrestling no later than Saturday of Week 39 in the IESA standardized calendar.

Only schools which have an established school team which has played at least three (3) interscholastic contests prior to the regional seeding meeting in that sport during the current season may participate in team competition in Association-sponsored meets or tournaments.

4.053 Team Limitations

No boys' wrestling teams representing a member school shall, in any one season exclusive of the IESA series, participate in more than:

- 15 dates and 1 tournament; or
- 14 dates and 2 tournaments; or
- 13 dates and 3 tournaments; or
- 12 dates and 4 tournaments; or
- 11 dates and 5 tournaments.

A regular season interscholastic date shall be defined as a date where anywhere from two-six teams are competing and it is not a bracketed format. For example, there are 5 teams wrestling on a Saturday. Each school would wrestle four dual meets that day. A regular season tournament shall be defined as a date where opponents are determined through a bracketed format.

A wrestling team representing a member school is further limited to a maximum of 25 regular season matches (Dual Meets), exclusive of all regular season tournaments. All interscholastic competition shall be considered a match.

Illustrations for Section 4.053

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Does a scrimmage qualify as a date?

A. Yes. An interscholastic scrimmage is considered a date, must count toward your total date limitation, and should be reported on your regular season schedule.

Q. Is there a limit as to the number of dual meets in which my team may compete?

A. Yes. A team is limited to 25 dual meets and further limited to the number of dates and tournaments as detailed in the By-Law. For example, a school hosts a super dual invitational on a Saturday. There are six schools in attendance meaning each school will wrestle five dual meets that day. The five dual meets count toward the maximum of 25 dual meets that are allowed.

4.054 IESA State Tournament Team Limitations

Each member school is eligible to enter one team, consisting of no more than two contestants in each weight class.

During the state series, all teams shall weigh-in together with their coach present. If even one wrestler is absent, the team shall wait until all members are present before they begin their weigh-in. If a wrestler fails to make weight at the regional meet, the wrestler cannot move up to the next weight class and must be scratched. No wrestler can replace a wrestler who scratches or misses at regional weigh-in. After the seeding meeting, no re-seeding will be done when a contestant is scratched or if a wrestler misses weight at the regional weigh-in.

Weigh-ins for the state series may be conducted as a team as opposed to weight class. No state series host shall make a weight scale available to check weight before the actual weigh-ins begin. No school may bring a scale to a state series site to check weight prior to the official weigh-in. A school that checks their weight upon arriving at the state series site will be disqualified from competing if the head official on site is a witness to the checking of weight.

If a wrestler fails to make the required weight at the regional, sectional, or state meet in the entered class, the wrestler cannot move up to the next weight class and must be scratched.

The following criteria shall be used to determine replacement wrestlers at the sectional and state level in case wrestlers who qualified for sectional and state are scratched prior to the tournament:

- **Sectional:**
 - The first alternate shall be the wrestler in the regional who was defeated in the third-place match.
 - The second alternate shall be the wrestler who won the most matches in the regional championship bracket but failed to qualify as a third-place winner or as the first alternate.
 - **Scratches of wrestlers advancing to the sectional must be reported by 4:00 p.m. on the Thursday prior to the sectional in order for the alternate to advance. Scratches reported after 4:00 p.m. on that Thursday will not be replaced.**

- **State:**
 - The first alternate shall be the wrestler who loses in the consolation semifinals to the eventual 3rd place winner.
 - The second alternate shall be the wrestler who loses in the consolation semifinals to the eventual 4th place winner.
 - **Scratches of wrestlers advancing to the state meet must be reported by 12 noon on the Thursday prior to the state in order for the alternate to advance. Scratches reported after 12 noon on that Thursday will not be replaced including wrestlers who fail to make weight at the state meet.**

NOTE: It shall be the responsibility of the principal or coach of the wrestler who is scratching to notify the IESA office that an alternate may be necessary. The IESA office will then contact the alternate's principal or coach that he will replace the regular qualifier.

A wrestler who has advanced to the sectional or state meet who is too ill to compete, becomes injured or ineligible, or fails to make weight the day of the tournament must be scratched. When the scratch is due to an illness, an injury, or the result of an ineligibility situation, it is the responsibility of the coach to notify the IESA office as soon as possible prior to the next level of competition. The IESA office will then contact the school administrator of the wrestler who is next qualified, according to criteria listed above to inform him/her that the next qualified contestant can participate in the next level of competition. Scratches of any type reported at the site of the state meet will not be replaced. There are no substitutes at the sectional meet for any scratch reported after 4:00 p.m. on the Thursday preceding the sectional meet. There are no substitutes at the state meet for any scratch reported after 12 noon on the Thursday preceding the state meet.

If there is a replacement at the sectional or the state meet, contestants shall be advanced in brackets. e.g. A wrestler who won the sectional is injured during the week before the state meet and has to be scratched. The first alternate from the sectional will replace him. The second-place sectional finisher now moves to the first place bracket slot, the third place finisher moves into the second place bracket slot, the fourth place finisher moves into the third place bracket spot, and the first alternate moves into the fourth place bracket slot. At the sectional level, wrestlers will also be advanced in the bracket if a replacement wrestler is used. If a scratch is made at either the sectional or state level prior to the Thursday preceding the contest and the eligible replacement is not available, contestants shall still be advanced until the last qualifying spot is vacant.

4.055 Individual Limitations

Wrestlers are limited to a maximum of 42 matches per season (includes all regular season matches wrestled). Matches wrestled in the state series (regional, sectional, state) do not count toward the 42-match limitation.

Individual contestants shall be limited to a maximum of six matches per day, with a minimum rest period of 30 minutes between each match.

In addition to automatic forfeiture of the contest, should a student exceed the individual limitations listed, the coach of the team shall be ineligible to coach for the next two interscholastic contests at the level where the violation occurred and all other interscholastic contests at any level in the interim.

All wrestlers shall weigh-in before every contest (regular season and state series--no Saturday weigh-in at state finals). Each contestant shall be limited to the maximum weight in each weight class without any extra allowance.

State Series Advancement:

- **Regional:** The first, second, and third place regional individual weight class winners shall advance to sectional level competition.
- **Sectional:** The first, second, third, and fourth place sectional individual weight class winners shall advance to state level competition.

All wrestlers with skin conditions must have a skin condition form that is supplied by the IESA completed by a physician.

Illustrations for Section 4.055

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. For a meet held in February, I have a wrestler who weighs 91 lbs. Is he eligible to wrestle at the 90 lb. weight class?

A. No. Beginning with the 2009-10 school year, wrestlers are only eligible for the weight class for their actual weight the day of the contest. A wrestler who weighs 91 lbs. would only be eligible at the 95 or 100 lb. class.

Q. I have a wrestler in the 119 lb. weight class that won the regional and has now advanced to the sectional. At sectional weigh-ins, he weighed in at 120 lbs. Does he get to wrestle in the sectional?

A. No. In this instance, the wrestler will be scratched and is ineligible for the sectional. There are no weight allowances throughout

the entire year. A wrestler who does not make weight during the state series will be ineligible for the remainder of the state series.

Q. I have a wrestler who has consistently weighed 82-83 lbs. all year. Therefore, he has wrestled at the 85 lb. weight class. The week before regionals, his weight has jumped to 84-85 lbs. Should I list him in the 85 lb. weight class for regionals?

A. Wrestlers do not receive any growth allowance. Therefore, if you list him in the 85 lb. weight class and he advances to the state meet, he must weigh no more than 85 lbs. throughout the state series. As the coach, you must be very aware of your wrestler's weight trends throughout the season so he is placed in the proper weight class for the state series and can make weight for the entire state series.

4.056 Exceptions to National Federation Rules

**Contestants shall be required to follow the National Federation rules regarding the uniform. Universal or freestyle singlets are not allowed. [4-1-1]

Weight classes shall be as follows: 65, 70, 75, 80, 85, 90, 95, 100, 105, 112, 119, 126, 135, 145, 155, 167, 185, 215, and 275. [4-4-1; 4-4-2] **PLEASE NOTE THAT THE NFHS RULE ALLOWING A MAXIMUM WEIGHT OF 285 LBS. IN THE HEAVYWEIGHT CLASS HAS NOT BEEN ADOPTED BY THE IESA. THE MAXIMUM WEIGHT FOR THE HEAVYWEIGHT CLASS AT THE IESA LEVEL IS 275 LBS.

**Weigh-ins at the state meet are held on Friday only. [4-5]

**Weigh-in time period may begin two and one-half hours prior to the beginning of a meet. [4-5-1]

**Weigh-ins must be conducted in accordance with NFHS rule 4-5-7.

**The following time limits shall apply to all state series matches and are recommended for all regular season matches:

- First period--one minute
- Second and third periods--one and one-half minutes [6-1-1]

**In regular season and tournament competition, the overtime period shall be conducted as follows:

- If the score is tied at the end of the three periods, the wrestlers will wrestle an overtime period which will be a maximum of one minute in length. Both wrestlers will be in the neutral position. The wrestler who scores the first point(s) will be declared the winner. If no winner is declared by the end of the 1 minute overtime period, a 30 second tiebreaker will be wrestled. Choice for position is given to the wrestler who scores the first point in the regulation match. The opponent of a wrestler who receives an unsportsmanlike penalty will have choice in the 30 second tie-breaker period. (unsportsmanlike supersedes first points scored). The wrestler who scores the first point in the tiebreaker will be declared the winner. If no scoring occurs in 30 seconds the offensive wrestler will be declared the winner and one match point is added to the offensive wrestler's score. If the points earned in the overtime period or tiebreaker involve a takedown or reversal straight to the back, the match shall continue until the near fall or fall situation has concluded.

**There are no weight/growth allowances. All regular season contests (duals and tournaments) as well as the IESA state series shall be limited to the maximum weight in each weight class with no extra growth allowance permitted. Wrestlers must make scratch weight at every weigh-in except as noted below. [4-4-4].

During regular season meets and regular season invitationals, weight allowance may be given when National Federation rule 4-5-5 is met. No weight allowance is given for a digital scale. **NFHS Rule 4-5-5 is not in effect for the state series.

**Regional and sectional host schools shall designate a 45 minute block of time to conduct weigh-ins. Weigh-ins for the state series may be conducted as a team as opposed to weight class. ALL members of a team must be present before weigh-ins for that team may begin. [4-5-3]

**For all dual meets and tournaments, a maximum of two personnel (coaches and or non-participating contestants) will be permitted on chairs at the edge of the mat. [2-2-1; 2-2-2]

4.057 Regional Seeding Procedures and Format

It shall be the responsibility of the regional wrestling host to invite the coaches of the participating schools to a seeding meeting on **Thursday** prior to the date of the event. No team shall be allowed to participate in the regional without official entries submitted at the regional seeding meeting. Schools not in attendance shall have nothing to say regarding seeding. Any wrestler who is seeded must have at least eight (8) varsity matches completed in order to be a seeded wrestler. Wrestlers who do not have at least 8 varsity matches before the seeding meeting shall not be seeded and must be drawn into their respective weight bracket. Eight (8) contestants in each weight class shall be seeded from entries on the Regional Entry Form in the following manner:

- a. Head-to-head competition;
- b. Record against common opponents;
- c. Overall record of **Varsity** matches--include matches wrestled regardless of the weight class;
- d. Vote by the coaches if the eight seeds cannot be determined through steps a through c above.

In the above procedure, if (a) determines all eight seeds, go no further. If it does not, go to (b). If this determines remaining seeds, go no further. If not, go to (c), then (d).

NOTES:

- No re-seeding shall be done after all 19 weight classes have been seeded.
- If a weight class has fewer than eight competitors, only the wrestlers who meet the minimum number of varsity matches (8) that are needed to be seeded shall be seeded.
- If a weight class has more than eight wrestlers but fewer than eight meet the minimum number of varsity matches determined to be able to be seeded, then only those wrestlers who meet the minimum number of varsity matches need to be seeded. Once those wrestlers who meet the minimum number of varsity matches are seeded, then the remaining number of wrestlers in that weight class are ALL placed by draw. For example, if the 100 lb. weight class has seven wrestlers entered but only five of the seven wrestlers have wrestled 8 varsity matches, then only those five wrestlers will be seeded and the remaining two wrestlers are drawn into the bracket.
- It is the intent of the seeding process that only varsity matches shall be considered for the purpose of seeding. Wrestlers must have eight varsity matches completed in order to be seeded.

Once the seeds have been determined, no switching of seeds is permitted. This includes wrestlers from the same school who are seeded on the same side of a given weight class bracket.

After the eight seeds have been placed on the bracket chart and the byes drawn in order by seed, the remaining wrestlers shall be placed by draw. Seeds #1, #4, #5, and #8 shall be placed in the top bracket and seeds #2, #3, #6, #7 in the bottom bracket with the exception noted above.

Teams without contestants listed on a Regional Entry Form at the seeding meeting shall be disqualified from regional competition--see By-Law 3.013.

Regional tournaments will use a follow the leader format. Sectional tournaments will use a true wrestleback format.

The sectional meet shall be organized on the basis of regional results. The state meet shall be organized on the basis of sectional results.

Illustrations for Section 4.057

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. A school has two wrestlers in the 135 lb. weight class. One wrestler receives the 2nd seed and the other wrestler receives the 3rd seed. Is it permissible to move the 3rd seeded wrestler to the top bracket?

A. No. The seeded wrestlers shall always remain in the exact spot where they were seeded.

4.058 Scoring

Scoring shall be as in the National Federation Wrestling Rules Book. Team points shall be scored 14, 10, 7, and 4 points for four places at regionals and sectionals, and shall be scored 16, 12, 9, 7, 5, and 3 points for six places at the state final meet.

4.059 Awards

Plaques shall be awarded to the first-place team at all regionals and to the first and second place teams at all sectionals. In case of a tie, a coin flip shall determine which team takes the award and a duplicate shall be ordered for the other school. The host school must notify the IESA Office if this occurs so a duplicate plaque may be ordered.

Trophies shall be awarded to the first, second, third, and fourth place team winners in each class of the state final competition. In case of a tie, a flip of the coin shall determine which team takes the award and a duplicate shall be ordered for the other school.

Individual Awards at Regional: Ribbons will be presented to the first, second and third place winners in each weight class at each regional wrestling meet.

Individual Awards at Sectional: A medal will be presented to the first, second, third, and fourth place winners in each weight class at each sectional meet. A bracket board will also be given to each individual weight class sectional champion.

Individual Awards at State: Medals will be presented to the first, second, third, fourth, fifth, and sixth place winners in each weight class for each class. A bracket board will also be given to each individual weight class state champion. Thirty-eight (38) individual awards will be presented to the competitors of the first, second, third, and fourth place team

winners for each class at the state final competition.

4.060 GIRLS VOLLEYBALL

- 4.061** Regional, sectional, and state level competition shall be held for Classes 1A, 2A, 3A, and 4A in both the seventh and eighth grades. Regional and sectional competition sites will be assigned by the IESA office. If a regional or sectional site is not assigned by the IESA office, then schools assigned to that regional/sectional may contact the IESA office to indicate their willingness to host a state series contest. Seeding shall be done online according to the timeline in the IESA standardized calendar. Actual state series competition dates shall be in accordance with the IESA calendar. No eighth-grade regional tournaments will be permitted to be scheduled on seventh grade sectional dates. It is recommended that regional competition be scheduled in the evening hours to increase receipts and minimize the assessment to participating schools. See Section 3.120 for seeding procedures.

Illustrations for Section 4.061

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. I am a sectional host and will be hosting a regular season contest in an auxiliary gym in my facility. Separate dressing rooms will be used for the regular season contest. Is this allowed?

A. Yes. The primary playing court reserved for the sectional game nor the locker rooms that would be used for this game would be affected.

Q. I am hosting a 7th grade girls volleyball regional. Can I conduct an 8th grade girls volleyball practice on the regional game floor prior to the regional game?

A. Yes. If the practice is being held on the regional game floor, the practice must be concluded and the locker rooms vacated at least one hour prior to the scheduled game time.

Q. I am serving as the host for our girls volleyball regional. My school dismisses students at 3:10 p.m. and our regional is scheduled to start at 6:00 p.m. May I conduct a practice for my team on the day of the regional in my school gymnasium where the regional is played?

A. Yes, as long as your practice is completed by 5:00 p.m. Host schools are only allowed to practice in any of the school's facilities until one hour prior to the start of the game.

Q. My school is serving as the regional host. I have an auxiliary gymnasium that I would like to practice in because the main gymnasium, which is the site of the actual regional, is occupied immediately after school. May I practice in this auxiliary gymnasium?

A. Yes, but only until one hour before the start of the regional contest. After that you may not practice in the auxiliary gymnasium or the main gymnasium as schools are only allowed to practice in any of the school's facilities until one hour prior to the start of the game.

4.062 Season Limitations

No member school participating in the girls volleyball state tournament series shall organize, hold try-outs, or practice prior to Monday of Week 22 in the IESA standardized calendar.

A member school may conduct its first interscholastic contest in volleyball no earlier than Monday of Week 27 and its last interscholastic contest in volleyball no later than Saturday of Week 39 in the IESA standardized calendar.

Only schools which have an established school team which has played at least three (3) interscholastic contests prior to the online roster and record deadline in that sport during the current season may participate in team competition in Association-sponsored meets or tournaments.

4.063 Team Limitations

No girls volleyball team representing a member school shall, in any one season and exclusive of the IESA series, participate in more than 24 matches. A team can enter any combination of regular season matches and tournaments in a given season as long as the total number of matches does not exceed 24. A team could also choose to enter no tournaments and simply play 24 matches. Any combination of matches and tournaments will be allowed as long as the total number of matches played prior to the start of regional play does not exceed 24. All interscholastic competition shall be considered a match.

Illustrations for Section 4.063

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Does a scrimmage qualify as a match?

A. Yes. An interscholastic scrimmage is considered a match, must count toward your total match limitation, and should be reported on your regular season schedule.

4.064 IESA State Tournament Team Limitations

Each tournament team shall consist of a maximum of 15 uniformed girls whose names appear on the Regional Entry Form. Schools may make changes to the Regional Entry Form until the "Roster Closed" deadline date as detailed in the Activity Calendar that is posted on the IESA website. After the Roster Closed deadline, no changes will be permitted on the Regional Entry Form.

Volleyball warm-up periods shall be 2-6-6 for all regular season matches and IESA state series tournaments. For regular season tournaments, the host school may shorten, but not lengthen the 2-6-6 warm-up format.

All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition. If an opponent incurs a violation in the state series that requires a contest or contests to be forfeited, the following policy will be followed:

- If the violation affects only one round of competition, the opponent within that round will be advanced on to the next round of competition within the state tournament series.
- If the violation affects more than one round of competition, no opponent from the preceding rounds of competition shall be advanced to the next round of competition within the state tournament series.
- The advancement of opponents shall be determined by the IESA office.

The host school shall have the court set-up and ready for the first match 45 minutes prior to the scheduled start of the match. The host school shall not make its gymnasium available to the competing teams prior to the designated warm-up period.

In regional, sectional, and the state final matches ball handling will not be permitted prior to the coin toss and timed warm-up. Teams are permitted to stretch on the court prior to the timed warm-up.

During the IESA state series, teams may play in no more than two matches per day.

Illustrations for Section 4.064

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. I am serving as the host for our volleyball regional. My school dismisses students at 3:10 p.m. and our regional is scheduled to start at 6:30 p.m. May I conduct a practice for my team on the day of the regional in my school gymnasium where the regional is played?

A. Yes, as long as your practice is completed by 5:30 p.m. Schools are only allowed to practice in any of the school's facilities until one hour prior to the start of the match.

Q. My school is serving as the regional host. I have an auxiliary gymnasium that I would like to practice in because the main gymnasium, which is the site of the actual regional, is occupied immediately after school. May I practice in this auxiliary gymnasium?

A. Yes, but only until one hour before the start of the regional contest. After that you may not practice in the auxiliary gymnasium or the main gymnasium as schools are only allowed to practice in any of the school's facilities until one hour prior to the start of the match. The main floor will be available for stretching 45 minutes prior to the start of play.

Q. How is the warm-up period of 2-6-6 interpreted?

A. Both teams shall share the court for 2 minutes. The home team then has the entire court for 6 minutes, followed by the visiting team having the entire court for 6 minutes.

4.065 Individual Limitations

For regular season contests as well as regular season tournaments, students shall be limited to a maximum of four (4) matches per day. Participation in a set shall mean that a student actually competes (regardless of the length of time) in any set during a match.

Students may participate in either or both grade levels of the IESA state tournaments for which they are qualified. Eighth graders are never permitted to play on seventh grade teams. Seventh graders are never allowed to participate on sixth grade teams.

Students in 5th or 6th grade who participate on the school's 7th and/or 8th grade teams must abide by all IESA rules and regulations only during the IESA season for the given activity.

In addition to automatic forfeiture of the contest, should a student exceed the individual limitations listed, the coach of the team shall be ineligible to coach for the next two interscholastic contests at the level where the violation occurred and all other interscholastic contests at any level in the interim.

Illustrations for Section 4.065

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Can a 7th grader play in 3 matches of a 7th grade regular season tournament and later that day play in 2 matches in an 8th grade regular season tournament?

A. No. Students are limited to a maximum of 4 matches in a day.

Q. We have a Saturday tournament scheduled with 16 teams. A school that advances to the championship game will be playing 4 matches in one day. Is this allowed?

A. Yes. Students are limited to a maximum of 4 matches in a day.

Q. My 6th grade team has a match prior to the 7th and 8th grade match on the same evening. There are no officials for the 6th grade match. Do I have to count the match my 6th graders played toward their individual limitations if they play in either the 7th or 8th grade match later that evening?

A. Yes. Students are limited to a maximum of 4 matches in a day.

Q. I have two 7th graders who also play on the 8th grade team. If the 7th grade match goes 3 sets and the two girls play in all three sets of the 7th grade match, how many sets can they play in the 8th grade match?

A. Beginning with the 2022-23 school year, the individual limitations were changed to a maximum of 4 matches per day. Sets no longer need to be tracked.

Q. My school has a 7th grade "B" match scheduled the same day as a 7th grade "A" match. Do I count the "B" match toward the individual limitation for the day?

A. Yes. Students are limited to a maximum of 4 matches in a day in all regular season play and this counts all matches they may have played in no matter how short a period of time that might have been.

4.066 Exceptions to National Federation Rules

****During regular season play, court size shall be a minimum of 25 feet by 50 feet. [2-1-1]**

****The top height of the net shall be seven feet to the floor. [3-1-4]**

****A number of 0-99 is a legal number. For clarification purposes, the number on the uniform cannot be 00, 01, 02, 03, 04, 05, 06, 07, 08, or 09. [4-2-4]**

****The uniform number shall be:**

- a. *Placed so the top of the number on the front of the uniform is no more than 6 inches down from the shoulder seam; or placed so the number is centered no more than 6 inches below the bottom edge of any neckline ribbing, placket, or seams on the uniform top. [4-2-4f]*

****Rally scoring format shall be used. Teams will play the best two-of-three set match in which a team is considered the winner of the match when it wins two sets. All sets shall be 25 points (no cap). [1-2-1 Note 1]**

****For regular season tournaments only, the best 2 out of 3 sets to 25 format can be altered. (example: Set 3 to 15 points) [1-2-1]**

****Shorts may be rolled when done for allowing a better fitting uniform. Strings must be tucked in the shorts, pants, or skirts. [4-2-1 c]**

**** Teams shall remain on the same benches throughout the match. If upon arrival of the visiting team and officials, it is determined that one side of the net/facility has an advantage/disadvantage, the decision to switch benches or remain on the same side through the match will be made at the coaches/captains/official's pre-match conference.**

****In the volleyball state series, it is recommended that each competing team keep a scorebook. The individual keeping the team scorebook must be a minimum of 17-years-old and must be seated at the score table if room allows. If space is not available, this individual must sit in the immediate proximity of the score table during the match. Immediate proximity is the first seat on the bench closest to the score table or in a seat next to the score table.**

- In the event that there is a discrepancy between the visible score and the official scorebook, the match officials will compare the scorebooks of the competing teams with the official scorebook to determine an appropriate correction if applicable.

- If after examination of all scorebooks the match officials cannot determine an appropriate correction, the original record of the official scorebook will be considered official and correct.
- The judgement and/or decision of the match officials cannot be protested.

NOTE: It is recommended that all competing teams keep a team scorebook, regardless of if they are hosting the contest. In this case, it is required that the host school provides an individual to record the official book and it is recommended the host also has an additional individual to record their own team book. [5-6-4; 11-3-3].

4.067 Awards

Plaques shall be awarded to the regional and sectional winner, and trophies to the champion, runner-up, third, and fourth place winners at the state final competition.

Twenty-three individual medals will be presented to the first, second, third, and fourth place team winners in the state final competition.

4.070 BOYS AND GIRLS TRACK AND FIELD

4.071 Sectional and state level competition shall be held for Classes 1A, 2A, 3A, and 4A in both the seventh and eighth grades. If a sectional site is not assigned by the IESA office, then schools assigned to that sectional may contact the IESA office to indicate their willingness to host the sectional. Track sectionals shall be scheduled on either Friday at 1:00 or 2:00 p.m. or Saturday at 9:00 or 10:00 a.m. as listed on the approved IESA calendar. Any change in the scheduling of a track sectional must be approved by the IESA track administrator. See Section 4.073 for seeding procedures.

4.072 Season Limitations

No member school participating in the boys and/or girls state series shall organize, hold try-outs, or practice prior to Monday of Week 35 in the IESA standardized calendar.

A member school may conduct its first interscholastic contest in boys and/or girls track no earlier than Monday of Week 37 and its last interscholastic contest in boys and/or girls track no later than Saturday of Week 49 in the IESA standardized calendar. There is not a maximum number of season contest limitations.

Schools must submit their season schedule online by Monday of week 39 in the standardized calendar.

4.073 IESA State Tournament Team Limitations

A member school will be permitted two entries in each individual event for boys and girls plus one entry in each relay for each boys and girls class in which it has entered the state series.

Schools must submit their track entries online using the Sectional Participant Information form. Schools that fail to submit their entries using the online Sectional Participant Information form are subject to sanctions that could include being ruled ineligible for the state series. All boys and girls who will be participating in the sectional meet shall have their names on the Sectional Participant Information Form. No changes may be made to the Sectional Participant Information after the seeding meeting. Contestants shall be allowed to participate only in those events in which they are entered on the Sectional Participant Information. On the day of the sectional meet, there are no substitutions--only scratches.

Boys and girls track and field events shall be held separately, preferably with each class sectional and state competition being held on the same date at the same location. It is permissible for boys' sectional events to be held at different sites than girls sectional events on the same date if a majority of the schools participating in a sectional vote for a split.

It shall be the responsibility of the sectional track host to invite the coaches of the participating schools to a seeding meeting on Wednesday prior to the date of the sectional meet. The meeting may be held in person and/or virtually. Coaches should take a copy of the Sectional Participant Information to this meeting. The Sectional Host has the responsibility to seed the track meet based on the Sectional Participant Information. Coaches shall scratch names of those not participating and make any corrections. Teams without official entries at the seeding meeting shall be disqualified from sectional participation. The state meet shall be organized on the basis of sectional results. There shall be 10 Class 1A sectionals, 10 Class 2A sectionals, 10 Class 3A sectionals and 10 Class 4A sectionals.

It is mandatory for the head coach (or another school representative) to attend the Sectional Seeding Meeting either in person or virtually. If a head coach (or another school representative) is not in attendance at the seeding meeting, the Sectional Meet Manager should seed the athletes from the non-attending school and contact the IESA administrator at the IESA office immediately the following morning.

- Sectional managers may accept requests from schools to make exceptions for attendance at the Sectional Seeding Meeting. A letter requesting an exception for attendance must be sent to the Sectional Manager and signed by the school's principal or official representative prior to the beginning of the scheduled Seed Meeting.

- If the coach (or other school representative) fails to comply with these provisions, the coach and/or the competitors from that school may be sanctioned.
- It is the responsibility of the Head Coach to contact the Sectional Host immediately if for any reason they experience an emergency situation that would not allow them to get to the seeding meeting on time (flat tire, traffic accident, etc.). Sectional managers are encouraged to provide participating coaches with a phone number to be used in case of an emergency.

If a coach or school representative fails to attend the track and field seeding meeting, the following sanctions will be applied:

- Non-attendance first meeting: School will be placed on probation.
- Non-attendance second consecutive meeting: School will be able to participate in the track and field state series of the current year but will not be able to participate in the track and field state series of the following year unless the school pays a \$250.00 fee for reinstatement to the state series.

4.074 Individual Limitations

In all interscholastic track and field meets, students are allowed to participate in a maximum of four (4) events. Relay teams may list a maximum of six athletes- four runners and two alternates. Any four of the six runners listed may run at either the sectional or state level of competition. Students may only participate in two relays. If a student participates in two relays, one of the relays must be the 4x400.

Athletes listed as a relay alternate will not have an event count toward their event total unless they participate in that event. Athletes may be listed as an alternate for both the 4x100 and 4x200 relays but may only participate in one of those relays.

Students in grades 5-7 may compete in:

- INDIVIDUAL EVENTS at either or both grade levels not to exceed the maximum
 - **NOTE: At no time is an individual athlete allowed to compete in the same event at both grade levels**
- RELAY EVENTS
 - one relay at the 7th grade level and one relay at the 8th grade level; or
 - two relays at the 7th grade level; or
 - two relays at the 8th grade level
 - **NOTE: Regardless of the participation grade level, no student may participate in both the 4x100 relay and the 4x200 relay.**

Students in eighth grade may only compete in events at the 8th grade level.

In addition to automatic forfeiture of the contest, should a student exceed the individual limitations listed, the coach of the team shall be ineligible to coach for the next two interscholastic contests at the level where the violation occurred and all other interscholastic contests at any level in the interim.

State Series Advancement: The first-place winner in each event at the sectional track meet shall automatically advance to the state final meet. In addition, any individual or relay team who equals or surpasses the qualifying marks which are listed for each particular class and level as detailed in the track information sent from the IESA office to each participating school shall advance to state level competition.

Contestants must participate in the sectional meet and either place first in an event or meet the qualifying standard into advance to the state meet. Relay teams may consist of up to five (5) individuals and any of those individuals may run in the relay at the sectional level. Should the relay team qualify for the state meet, any four of the five may run at state.

Illustrations for Section 4.074

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. May the same runner *participate* in both the 4 x 100 and the 4 x 200 relays?

A. No. If a runner is going to be run in two relays, one of the relays has to be the 4 x 400.

Q. I listed a boy for both the 4 x 100 relay and the 4 x 200 relay. He only ran in the 4 x 100 relay at sectionals but that relay team did not qualify for state. Our 4 x 200 relay team did qualify for state. Can this boy now run on the 4 x 200 relay team at state even though he did not run in the event at sectionals?

A. Yes. Because he only ran in the 4 x 100 at sectionals which did not advance, he could run in the 4 x 200 at state since he was listed for both. If he was not listed for both, he would be ineligible to run in the 4 x 200 relay at state.

Q. I have a 7th grade girl who will compete as an individual at the 8th grade level of competition. Is she still eligible to be a member of a 7th grade relay team?

A. Yes.

Q. Is it now permissible for a contestant to run in four events?

A. Yes. Beginning in 2013, a contestant may enter any four events. This could be four running events or four field events. It could be 2 running events and 2 relays as long as one of the relays is the 4 x 400. It could be 3 field events and 1 running event. Any combination of four events is now acceptable. If the contestant participates in two relays, one of them must be the 4 x 400.

Q. The individual limitation only permits a student to compete in a maximum of two relays in the regular season and state series. If my team is competing in a regular season specialty relay only meet can an individual compete in four relays?

A. Yes. If the specialty meet offers only relays then an individual may compete in four relays.

Q. Am I correct that one of my 7th grade girls could run in the 7th grade 100 m dash, the 7th grade 200 m dash, and the 8th grade long jump?

A. Yes. Beginning in 2020, a 7th grader can participate individually at both the 7th grade and 8th grade level as long as he/she is not participating in the same event at both grade levels.

Q. May a 7th grade student compete in the 7th grade 100 m dash, the 7th grade 200m dash, the 7th grade 4 x 100 meter relay, and the 8th grade 100 meter dash?

A. No. At no time is an individual permitted to compete in the same event at both grade levels. In the above example the individual wants to participate in both the 7th grade and 8th grade 100 meter dash. This is not allowed. If the student wants to participate in any other 8th grade event that he/she is not participating in as a 7th grader that would be acceptable.

4.075 Exceptions to National Federation Rules

The following events comprise the IESA state series---Boys:** 110 meter hurdles, 100 meter dash, 200 meter dash, 400 meter dash, 800 meter run, 1600 meter run, 4 x 100 meter relay, 4 x 200 meter relay, 4 x 400 meter relay, pole vault, high jump, long jump, shot put, and discus. **Girls:** 100 meter hurdles, 100 meter dash, 200 meter dash, 400 meter dash, 800 meter run, 1600 meter run, 4 x 100 meter relay, 4 x 200 meter relay, 4 x 400 meter relay, pole vault, high jump, long jump, shot put, and discus. See below for additional information on the hurdle event.

**When it is necessary to use manual backup times on missed heats in running events, they shall be immediately adjusted to fully-automatic timing (FAT) by the chief finish evaluator. (3-8-7)

**The fully-automatic timing (FAT) operator may recall a start. (3-8-7)

**Name and/or numbers of identical color and design on the same place of all members' uniforms shall be ruled identical [4-3-1, 4-3-4, 4-3-5]

Spikes up to 5/8" in length shall be permitted on cinder and/or grass tracks. The state host shall determine the length of spikes allowed at the state meet. [4-3-1] **NOTE: For the IESA state meets, only pyramid style spikes one-quarter (1/4) inch or shorter are permitted.

**100-meter low hurdles for girls are 30" (.762 meters) in height with 42 ft. 8 inches (13 meters) to the first hurdle and 27 ft. 10 3/4 inches (8.5 meters) between each hurdle. There are 10 hurdles in this race. 110-meter low hurdles for boys are 30" (.762 meters) in height with 45 ft. (13.716 meters) to the first hurdle and 30 ft. (9.144 meters) between each hurdle. There are 10 hurdles in this race. [5-3-8]

At the **SECTIONAL track meet, the 100 meter dash and hurdle events shall be run as timed finals. There are no preliminaries in these two events at the sectional level. At the **STATE** track meet, the 100 meter dash and hurdle events will be run with a preliminary round and a final round. The preliminaries for the low hurdles and the 100 meter dash at the state track meets shall have heat and lane assignments by sectional times. [5-5; 5-6-4]

**The 200 meter dash, the 400 meter dash, the 800 meter run, the 1600 meter run, the 4 x 100 meter relay, the 4 x 200 meter relay, and the 4 x 400 meter relay shall be run only in finals against time in all classes at the sectional and state level of competition. [5-5]

**There shall be eight finalists in all field events at the sectional level. The number of finalists in all running events at the sectional level shall be determined by the number of available lanes. If the sectional track has eight lanes, then there should be eight finalists in all running events. If the sectional track only has six lanes, then there should be six finalists in all running events. However, in all events, only six places are scored. [5-5, 6-2-4]

**Each contestant in each race shall be permitted one false start. [5-7-4]

**There shall be four total trials in the shot put, discus throw, and long jump. Once a competition has begun, except as scheduled, competitors are not allowed to use for practice purposes the runway, ring, takeoff area, or throwing implements associated with the competition. [6-2-15]

**For both boys and girls, the shot put should weigh 4.0 kilograms (8.818 lb.) with a diameter of 95 to 110 millimeters (3.740" to 4.331"). Discus should weigh 1 kilogram (2.205 lb.) with a diameter of 180-182 millimeters (7.087" to 7.165"). [6-6-2, 6-7-2]

**At the state track meets, the high jump shall be conducted in flights. [6-2-21]

**At the State meet if an athlete has checked out of the high jump or pole vault and is the last jumper at a particular height, the event judge will call for the athlete and wait 10 minutes for the athlete to complete their attempt(s). If the athlete has not completed their attempt(s) within the 10 minutes, the bar will be raised to the next height and the athlete will be passed to the new height. [6-2-4]

***At the State Meet, all long jumpers- boys and girls- will jump from the 8' board.

At the state track meets, the pole vault shall be run "five alive". All pole vault contestants shall be assigned in order of their sectional qualification, with the person with the best height or distance being last in order. Each contestant will be granted a maximum of three trials at any one height. The bar will be raised 6" at a time for the first three bar raises. For all jumps attempted after the designated height has been achieved, the bar will be raised 3" at a time until one contestant remains. [7-4]

**At the Sectional and State meets, metric measurements shall be used in all field events.

**Uniforms may be taped or knotted when done for the purpose of allowing a better fitting uniform. [4-3-1(b)4]

**Clerical or team scoring errors may be corrected by the IESA at any time. [2-3-1]

**See By-Law 4.074 regarding the number of individual events a contestant may enter. [4-2-1]

**Two lane alleys must be run at all sectional and state events in the 800 and 1600. Waterfall and super alley starts are not permitted at sectional meets. [5-3-2]

Illustrations for Section 4.075

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Q. My team was awarded the 1st place team plaque the day of the track sectional. Four days after the meet, my host school called to inform me that the team points had been added incorrectly and that my team really placed second at the meet. Do I need to return the 1st place plaque to the host school?

A. Yes. This By-Law allows for the correction of team scoring errors at any time. Schools that may need to switch plaques because team scores were figured incorrectly at the site must do so. Sectional host schools should make every effort to avoid team scoring errors.

4.076 Scoring and Awards

In sectional meets, six places shall be scored 10, 8, 6, 4, 2, and 1 point respectively for all events. At the state meet, eight places shall be scored 10, 8, 6, 5, 4, 3, 2, 1. No points shall be awarded in the high jump or pole vault if starting heights are not equaled.

Plaques shall be awarded to the first place team winner in all track sectionals. In case of a tie, a flip of the coin shall determine which team takes the award. Duplicate awards shall be made and should immediately be ordered by the host school from the IESA office.

Trophies shall be awarded to the first, second, third, and fourth place team winners in state final competition. When there is a tie for first place, no second place trophy shall be given; when there is a tie for second place, no third place trophy shall be given. when there is a tie for third place, no fourth place trophy shall be given. In case of a tie, a flip of the coin shall determine which team takes the trophy home and a duplicate shall be ordered for the other school.

Ribbons will be presented to the first, second, third, fourth, fifth, and sixth place winners in all sectional track meets. Medals will be presented to the first, second, third, fourth, fifth, sixth, seventh, and eighth place winners in the state final track and field meet. Relay teams that place at the state meet will receive five medals. If a tie still exists after the tiebreaking procedures as outlined in the NFHS rules have been applied to a given event, a flip of the coin will determine which contestant takes the award. Duplicate awards will be made and should be immediately ordered by the host school from the IESA office in the appropriate place on the track results forms. At the state finals, duplicate medals will be awarded for ties. When there is a tie for first place, no second place shall be given; when there is a tie for second place, no third place shall be given, etc. No awards shall be presented in the pole vault or high jump if starting heights are not equaled. Unused awards at the sectional meet should be returned by the host school to the IESA office as soon as possible.

4.077 Records

Any record established in the state final athletic competitions shall be considered as the Illinois state grade school (IESA) record for that event. Marks established in competitions other than the state finals shall not be considered.

If fully-automatic timing is used for the state track meet, track records shall be established in hundredths of a second in running events. All IESA running event records prior to 1994 were changed to fully automatic times.

4.078 State Meet Packet

The administrator of each school participating in the state track meet shall be required to submit a signed list of the competitors and coaches from the school to be presented at the pass gate of the state track site.

4.079 Listing of State Qualifiers

The Association will post an official listing on the IESA website of all state qualifiers after all sectional results have been received and reviewed. Coaches are responsible to check the listing for errors and omissions. Any discrepancy must be reported to the IESA office. Any omission not reported within 24 hours after the state qualifiers have been posted (or Wednesday at 4:00 p.m. of the state meet week, whichever is latest) will NOT be added to the state meet.

4.080 SPEECH

4.081 The Association shall conduct annual speech contests. The IESA administrator responsible for the activity shall divide all participating schools into as many state areas as necessary to conduct the activity. All contest areas must have a host rotation in place. The following events shall be offered:

4.082 Individual Events

Solo Acting--A theatrical presentation by an individual student. The presentation may be a monologue or a selection in which two or more characters are portrayed.

Poetry--One or more selections of poetry.

Impromptu Speaking--The student will be given two words or phrases from the judge and will then choose one and discard the other. The person will then have eight minutes to write and present the speech. The speaker may use one 3 x 5 note card and a writing instrument. The time will begin when the speaker is given the topics. The speaker may divide the writing/speaking time however he or she wishes. While the speaker is writing, the judge or timer (it is highly recommended that the host school provide a separate timer for this event) will announce the time remaining at one-minute intervals. Once the speaker has begun, the timer or judge will signal by means of upraised fingers or time cards the time remaining, and at the end of the eight minutes by an upraised hand. The speaker then has a grace period of 30 seconds to end the speech. If the speaker speaks beyond 8:30, the performance will be lowered one division rating.

Original Script--The student will present a speech which he or she has written. The speech may be a monologue, poetry, short story, essay, or presentation. All rules and limitations for individual events will apply.

Storytelling--The student will tell a story from his/her own life experience, from folk literature, from his/her family's oral tradition, or from any other source. Storytelling is unique from most other contest events in that it should have a very spontaneous quality encouraging audience participation/interaction. The presentation should have a clear beginning, middle, and end, and demonstrate the customary attributes of characterization, stage presence, body and facial expression, articulation, pronunciation, fluency, and eye contact. The presentation may include multiple characters and sound effects.

Illustrations for Section 4.082

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Must poetry be either humorous or serious?

A. It may be all humorous, all serious, or a combination of the two.

Q. My student would like to present a famous speech such as Martin Luther King's "I Have A Dream" speech. In which category should I enter their presentation?

A. Oratorical declamations such as Dr. King's speech should be entered into the Solo Acting category. Solo Acting is a theatrical presentation by an individual student. This may be a monologue or a selection in which two or more characters are portrayed.

4.083 Duet Events

Duet Acting-- Students may perform one to two humorous or serious selections within the time frame. Presentations must have direct dialogue or conversation between the two contestants portraying any number of characters, who may speak to off-stage characters or to silent characters. Both contestants must appear or the duet presentation shall not be judged or rated, but may be performed.

Improv Duet Acting--Each pair of contestants shall stand before the judge at the appointed performance time. The judge shall give the team a prompt to be played humorously. Either of the contestants shall use the prompt, as given,

as an opening line. No consultation time shall be allowed; the contestants must begin the scene immediately. After the scene has progressed for approximately two minutes, the judge will say "Stop". The performers must continue until the judge says, "Stop". The procedure is then repeated with a prompt to be played seriously, then finally with another prompt to be played humorously. The entire performance, including all three situations, shall be kept under an eight-minute (8) time limit by the judge. *There is no penalty if the performance exceeds the eight minute limit as it is the judge's responsibility to control the time.*

Original Script--The students will present a speech which they have written. The speech must be a duet. The work must be the product of one or both of the students. All rules and limitations for duet events will apply.

Illustrations for Section 4.083

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. One member of my duet will not be able to participate; may I replace them with someone else?

A. If the substituting student is eligible to participate in that event, the substitution can be made and the event rated.

Q. May only one individual from a duet be rated by a judge?

A. No. The entire entry must be rated. The contest host may allow an entry to perform but not receive a rating from the judge. However, the entry could be changed to an individual event and be rated as an individual event.

4.084 Chorale Presentation

Chorale groups of nine to twenty (20) members must present one or more selections within the time limitation. Groups may not be conducted (provided performance cues) by the speech instructor with the exception of those with only fifth and/or sixth grade contestants. Failure to have the correct number of contestants or a group that is conducted by the speech instructor shall result in the chorale presentation not being judged or rated. Selections may still be performed at the discretion of the instructor.

4.085 Small Group Events

Small Group Acting- A serious or humorous presentation by three to five performers characterizing three or more persons presenting one selection within a time limitation. The small group cannot be conducted by the speech instructor. Failure to have the correct number of contestants, or if the presentation is conducted by the speech instructor shall result in the small group acting presentation not being judged or rated. Selections may still be performed at the discretion of the instructor.

Team Improv: Each team comprising of between 4 to 6 performers shall stand before the judge at the appointed performance time. *The judge shall select the participants and game to be played by the team from the approved list.* No consultation time shall be allowed; the contestants must begin the game immediately. After the game has progressed for approximately two minutes, the judge will say "Stop". The performers must continue until the judge says, "Stop". The procedure is then repeated with an additional game to be played, then finally with another game to be played. The entire performance, including all three games, shall be kept under a twelve-minute (12) time limit by the judge. The team shall perform a maximum of three (3) games. *There is no penalty if the performance exceeds the 12 minute limit as it is the judge's responsibility to control the time.*

4.086 Individual Limitations

Qualified students are eligible to participate in the IESA State Speech Contest in any combination of up to three events. Students may participate in multiple performances in the same scripted event within the maximum. Improvisational events will only be allowed one entry in the same event per performer. To be eligible to participate in Team Improv, students must also perform a scripted event.

Illustrations for Sections 4.082-4.086

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Q. What IESA Speech events are available to my students?

A. IESA Speech is divided into four classifications: individual, duet, chorale reading, and small group acting events. Individual events include solo acting, poetry, impromptu speaking, original script, and storytelling. Duet events can be regular duet acting, improv duet acting, and original script. Chorale reading is the only event in the third classification. Small group events are the fourth classification and include small group acting and team improv.

Q. May my speech contestants perform a humorous regular duet and a serious regular duet?

A. Yes, as long as the scripts/pieces are different, this would be allowed.

Q. I have a student who would like to enter just Team Improv. Is this student eligible for the event?

A. No. The student must be entered into and perform a scripted event. In order for the student to be eligible for Team Improv, the student would have to enter and perform in one of the following events: Solo Acting, Poetry, Original Script, Storytelling, Duet Acting, Original Script Duet, Small Group Acting, or Chorale Reading.

Q. I have a student who has already performed in an Improv Duet. Can he/she serve as a partner in another Improv Duet?

A. No. Improvisational events are only allowed one entry in the same event per performer.

4.087 General Contest Regulations

Contest judges must rate an entire entry and not just an individual(s) from an entry.

All events are to be open to parents and students to observe as an audience.

All selections are to be presented from memory.

All selections shall be carefully selected by the speech instructor and should be suitable for the age level of the student. Materials used may come from any source. Cuttings from plays, books, magazines, etc. are permissible as long as they do not infringe upon copyright laws.

Selections

All materials at contest shall be appropriate for presentation by an elementary student

In an individual event, the only prop permitted will be a single chair and only if it is absolutely necessary and appropriate to the selection. For impromptu individual speaking, only a 3 x 5 note card and a writing instrument shall be allowed. The only props permitted in duet acting presentations and improvisation presentations shall be two chairs, two stools, a chair and a stool, a table and two chairs, a table and two stools, a table and one chair, a table and one stool, or a table and one chair and one stool. For chorale reading, no props such as chairs, tables, lights, make-up, etc. shall be used. In Team Improv, a maximum of five (5) chairs shall be permitted as props. In small group acting, the only props permitted shall be a maximum of one table and five chairs. At no time may contestants stand on tables or chairs during a performance. Contestants are allowed to interact with audience members without the interaction being considered the introduction of a prop. This includes dialogue and/or physical contact with an audience member. Inadvertent contact with an object in the room, such as a chair, wall, etc. will not be constituted as the use of a prop.

Costume and Dress

1. For all events, no costumes will be permitted. Costuming is defined as dress that would intentionally reflect the character(s) portrayed.
2. All students shall be dressed appropriately. Contest is a serious evaluation and the student's dress should reflect this.

Individual contestants may not perform the same selection in multiple events or in more than one IESA state contest. Schools are encouraged to limit the number of individuals, duets, and small groups using the same selection.

Time limits shall be 4-7 minutes for poetry; 5-10 minutes for all other individual, regular duet events, and small group acting; 0-8 minutes for impromptu speaking and improv duet acting; 0-12 minutes for team improv; and 6-10 minutes for chorale groups. The contestants shall be timed from the first spoken word including the title, author, and introduction or stage movement. Penalty for failure to meet time limits shall be one rating lower with the exception of improv duet and team improv. There is no penalty if the performance in these two categories exceeds the time limit as it is the judge's responsibility to control the time.

Prompting for lines will be permitted in scripted events. If the judge concludes there is excessive prompting, the contestant shall be lowered one division in the final rating.

Speech instructors should indicate to the judges via the on-line entry system any physical handicap which might affect their judging, such as the inability to stand straight, any type of speech impediment, etc.

Sound effects and singing are permitted for all events. They should be kept to a minimum and should not be considered as a character. Additional props may not be used to make sound effects.

Movement and gestures are permissible for all selections. Oral interpretation shall be stressed.

Any violation of the speech contest rules unless otherwise stated in these By-Laws shall be penalized by the lowering of the rating to third place.

All written complaints to contest hosts shall be forwarded to the IESA office for evaluation by the Speech Advisory Committee.

Speech contest host schools shall have a Speech Advisory Committee member or the designated Judge

Representative conduct the judges' meeting at the beginning of the contest. This meeting shall be mandatory for all contest judges.

At a contest site, members of the Speech Advisory Committee or the IESA representative assigned to the contest may resolve interpretations of a judge's decision regarding rules and regulations.

Each school entering the speech state series must submit its Participation Information via the internet through the IESA Member School Center to the IESA office. Participant information is to be completed by Tuesday of week 15 in the standardized calendar. After Tuesday of week 15, all event changes must include a \$25.00 fee payable to the host school. Participant name changes within an entry or the elimination of an entry will continue to be accepted by hosts with no penalty.

Illustrations for Section 4.087

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Q. What do I do if I would like to protest or challenge a rating the day of contest?

A. The coach should meet with the contest host and Judge Representative to resolve the complaint THE DAY OF CONTEST.

Q. Would the clothes or jewelry of a participant ever be considered a prop/costume?

A. Yes. If the clothes or jewelry are referred to in the presentation or representative of the piece, they would be considered props/costume and would be penalized accordingly.

Q. What are the boundaries of the performance area?

A. Any area in the performance room may be used.

Q. Are parts of the body considered to be a prop?

A. No.

Q. I have a student who would like to use a note card in his small group performance. Is this allowed?

A. No. Note cards may not be used in any event with the exception of Impromptu Speaking.

Q. I have had to make a last-minute replacement to a group. The student will be reading their part. Is this allowed?

A. The entry may perform for the judge; however, the entry will not be eligible for awards and will receive no rating for the performance.

Q. May a performer in a duet stand on a table or chair during the performance?

A. No. Students are not permitted to stand on a table or a chair.

Q. May an audience member have a copy of a performance script in sight during a performance?

A. Yes. However, if the performer is provided an audible prompt or the judge believes that the performer was provided assistance, the performance may be lowered a rating.

Q. May a student or coach ask the judge to not time the introduction?

A. No. Contestants shall be timed from the first spoken word or stage movement. Introductions are not required.

4.088 Ratings and Awards

Ratings for speech contests shall be detailed on the various speech adjudication forms as determined by the Board of Directors.

In state speech contests, individuals or those in duet, chorale groups, or small group events who receive a Division I rating shall be awarded a medal. Individuals or those in duet, chorale groups, or small group events who receive a Division II or III rating shall be awarded a ribbon.

A "Judge's Choice" ranking shall be given by each judge to a maximum of two performances from those selections the judge has evaluated that day. All performances receiving a Division I rating may be selected for this ranking. The ranking shall be in addition to any award the individual(s) have received. Those individuals receiving the ranking shall be given a certificate.

Illustrations for Section 4.088

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Q. What should I do when I receive the incorrect award for a speech contestant?

A. Contact your host school first, as they are responsible for reimbursing IESA for the awards used. You should check your awards list prior to leaving the contest site on contest date.

4.090 MUSIC SOLO AND ENSEMBLE AND ORGANIZATION CONTEST GENERAL REGULATIONS

- 4.091** All judges for music events shall be presented one score of each selection being performed with the measures numbered. Ratings shall be lowered one division if this is not done. Photocopied music may be provided to judges only in an "emergency." "Emergency" shall be defined as cases in which:
1. music is out of print with no new score available; and/or
 2. purchased music copies are backordered.
- Written evidence, in the form of a school purchase order and/or a written statement from the supplier shall be required to document the "emergency".
- Music purchased and printed from an online source must be accompanied by a receipt.
- 4.092** Music contest host managers shall conduct the judges' meeting at the beginning of the contest. This meeting shall be mandatory for all judges.
- 4.093** At a contest site, music contest host managers may resolve interpretation on a judge's decision regarding rules and regulations.
- 4.094** All accompanists shall be limited to 20 accompaniments. If a school lists more than 20 for any accompanist, the contest host school shall schedule only the first twenty on the accompanist's list.
- 4.095** If accompaniment is called for in a score, it must be provided and performed live. Additional instrumentation called for in a score is also permitted e.g. a flute solo along with a piano accompaniment for a chorus presentation. It is recommended that the additional part be performed by a student. If a recording of any kind is used for an accompaniment or accompaniment is not provided as called for in the score, the final rating of the performance shall be lowered one division. Accompaniment may not be mechanically recorded with the exception of the use of the SmartMusic accompaniment system. This computer program has been approved for use at IESA music contests. Schools that plan to use SmartMusic at contest must notify their contest host at least two weeks in advance. The school using SmartMusic accompaniment is responsible for supplying the necessary equipment to use SmartMusic. It is recommended that the contest host set up a separate SmartMusic room if entries warrant.
- 4.096** Music entries for Solo & Ensemble and Organization contest must be entered online in the Music Entry Center four (4) weeks plus the weekend prior to the scheduled contest date. If this requirement is not met, the host school is under no obligation to accept the entries. All changes accepted by the host school after the deadline must include a \$25.00 fee made payable to the host school. Participant name changes within an entry or the elimination of an entry will continue to be accepted by hosts with no penalty.
- 4.097** No vocal nor instrumental soloist, ensemble, or choir shall perform the same selection for both a solo and ensemble or choir. Ensembles and choirs shall not use the same selection as a chorus entry from their school. No vocal nor instrumental contestant in more than one ensemble shall use the same selection.
- 4.098** No vocal nor instrumental soloist, ensemble, nor choir shall perform any one number in two consecutive years. Schools are encouraged to limit the number of contestants using the same selection.
- 4.099** All pieces performed at solo and ensemble contest must be a minimum of 32 measures long or 60 seconds in length.
- 4.100** Risers shall be provided for all vocal organizations by the host school.
- 4.101** If the requirements in By-Law 4.130 are not met, an organization may be judged and rated but no awards shall be made.
- 4.102** All music organization events may be directed by the organization's director, a student teacher, or student director.
- 4.103** In case a rules infraction does not have the penalty indicated, the penalty shall be the lowering of the final rating by one division.
- 4.104** All students participating in an IESA music contest must be a member of the school's band, choir, or orchestra. Students may participate in contest if there is no performing group available at their school of attendance.
- 4.105** All performances shall be performed in front of the audience in attendance in the performance room. A request that the audience is cleared prior to a performance shall not be granted. If special accommodations are needed, the music director of the school shall contact the IESA music administrator prior to contest.

Illustration for Section 4.104

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. May a student who does not participate in the school's band or choir and who receives piano instruction outside the school, perform a piano solo in the IESA solo and ensemble contest?

A. No. Students participating in IESA music contests must be members of a school's band, choir, or orchestra.

Q. I have a student who would like to accompany him/herself for a vocal solo. Is this allowed?

A. Yes. A vocal solo performer could accompany him/herself as long as an original score is being used.

4.120 MUSIC SOLOS AND ENSEMBLES

4.121 The Association shall conduct annual Music Solo and Ensemble contests. The IESA administrator responsible for the activity shall divide all participating schools into state areas as may be necessary.

4.122 Vocal Events

Vocal Solos. A vocal soloist shall perform one or two selections by memory in a six-minute time limit. The selection(s) should be chosen by the vocal director as one which shall challenge the student's ability and should be a high quality of material. Final ratings shall be lowered one division if it is necessary to read any portion of the score.

Vocal Ensembles. Vocal ensembles, consisting of two to eight students, shall be boys, girls, or mixed, performing one or two selections by memory in a six-minute playing time limit. The time between selections does not count toward the six minute limit. Ensembles consisting of 2-5 students must sing a minimum of two parts. Ensembles consisting of more than five students must sing in a minimum of three parts. An ensemble composed only of fifth and/or sixth grade contestants may sing all selections in two parts. Vocal directors should choose selections which shall challenge the students' abilities. Ensembles which do not have all required parts covered shall not be judged nor rated, but shall be permitted to perform.

Vocal Choirs. Vocal choirs, consisting of nine to sixteen students, shall be boys, girls, or mixed, performing one or two selections by memory in a six-minute playing time limit. At least one selection must be in three parts; (a decant does not count as an independent voice). The cover of the music will list the three parts; Ex. SSA (soprano, soprano, alto). If a second selection is performed, it must be in a minimum of two parts. The time between selections does not count toward the six-minute limit. A choir composed only of fifth and/or sixth grade contestants may sing all selections in two parts. A choir may be directed by the vocal director or student teacher. Vocal directors should choose selections which shall challenge the students' abilities. Choirs which do not have the correct number of contestants shall not be judged or rated but shall be permitted to perform.

Illustrations for Section 4.122

The following is provided for illustrative purposes only and is neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Can I transpose a piece for a vocal student to a different key?

A. Yes.

4.123 Instrumental Events

Instrumental Solos. An instrumental soloist shall perform one selection in a six-minute time limit. This selection should be chosen by the band or orchestra director as one which shall challenge the student's ability. One bonus point shall be given on the adjudication sheet if the selection is memorized. An instrumental solo may be performed on piano or any instrument as called for in the score. Drum sets are allowed. For any amplified music, performers will be required to provide all of their own equipment for performance.

Instrumental Ensembles. Instrumental ensembles, consisting of two to five students, shall consist of woodwind, or brass, or percussion including traps, or string instruments, or choir chimes, or mixed woodwind and brass. Each ensemble shall perform one or two selections in a six-minute playing time limit. The time between selections does not count toward the six minute limit. Piano duets on one piano shall also be offered as an event. Ensembles shall be limited from two to five members, playing as many parts as there are members of the ensemble. Instrumental directors should choose selections which shall challenge the students' abilities. Ensembles which do not have all required parts covered shall not be judged nor rated, but shall be permitted to perform. The accompaniment part must also be covered if an accompaniment is listed as part of the score.

Instrumental Choirs. Instrumental choirs shall be composed of six to sixteen members, playing woodwind, or brass, or percussion including traps, or string, or choir chimes, or mixed woodwind, brass, and percussion instruments performing

one or two selections in a six-minute playing time limit. Music designated as instrumental choir music or at least four-part music must be used. The time between selections does not count toward the six-minute limit. More than one student may play a part written for instrumental choirs. The choir may be directed by the band or orchestra director or student teacher. Instrumental directors should choose selections which shall challenge the students' abilities. Choirs which do not have the correct number of contestants shall not be judged nor rated, but shall be permitted to perform.

Illustrations for Section 4.123

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Can I rewrite a required part for viola in a string quartet to violin?

A. Yes, as long as all parts are covered in the score, the final piece is appropriately classified based on the final instrumentation, and the score is re-written to reflect the changes.

4.124 Individual Limitations

A student shall not participate in more than a total of six (6) solo and ensemble events. A student shall not participate as a soloist in more than one event with the same instrument or voice.

4.125 Ratings

Ratings for music solo and ensemble contests shall be detailed on the various solo and ensemble adjudication forms as determined by the Board of Directors.

4.126 Awards

Soloists and all members of ensembles or choirs who receive a Division I rating shall be awarded a medal. Soloists and all members of ensembles or choirs who receive a Division II or III rating shall be awarded a ribbon.

A "Best of Day" rating (one per each contest room) shall be given by each solo and ensemble judge from those selections the judge has evaluated. If a judge is judging two distinctly different genres (such as a vocal and piano or percussion and woodwinds), then the judge may award a Best of Day to each genre. This rating shall be in addition to any award the individuals have received.

Those individuals receiving the rating shall be given a certificate issued from the IESA office.

Illustration for Section 4.126

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. What should I do when I receive the incorrect award for a music contestant?

A. Contact your host school first, as they are responsible for reimbursing IESA for your awards used. You should check your awards list prior to leaving contest site on contest date.

4.127 Judges

Judges shall be music educators experienced in the area(s) they are assigned to judge.

4.128 Scales

Scales, if performed, will be awarded one bonus point on the adjudication sheet. Scales are not required and do not have to be memorized. This bonus point option is only available for soloists.

Illustrations for Section 4.128

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Are instrumental soloists required to play scales or percussion soloists required to play rudiments?

A. No, they are not required. However, if a scale element is added, a bonus point may be awarded.

4.131 The Association shall conduct annual Music Organizational contests. The IESA administrator responsible for the activity shall divide all participating schools with organizational entries into state areas as may be necessary.

4.132 Events

Concert bands with no minimum participating numbers of 5th-8th grade member school students performing two or three contrasting selections, one of which must be a march, in a 15-minute playing time limit. The time between selections does not count toward the 15-minute limit. Concert Bands that consist solely of 5th-6th grade students are not required to perform a march as one of the contrasting selections but may do so if desired. A single-voiced electronic bass or electronic keyboard may be used as a bass-lined instrument in concert bands.

Jazz bands with a minimum of nine (9) enrolled members performing two or three contrasting selections, one of which must be a swing-style selection, in a 15-minute playing time limit. The time between selections does not count toward the 15-minute limit.

Choir chime or hand-bell organizations with no minimum participating number of enrolled 5th-8th grade students performing two or three selections in a 15-minute playing time limit. The time between selections does not count toward the 15-minute limit.

Orchestras with no minimum participating numbers of 5th-8th grade member school students performing two or three selections in a 15-minute playing time limit. The time between selections does not count toward the 15-minute limit.

Boys, Girls, or Mixed Accompanied Choruses with no minimum participating numbers of 5th-8th grade member school students performing two or three selections by memory, one of which shall be in three indicated voices (a decant does not count as an independent voice). The cover of the music will list the three parts; Ex. SSA (soprano, soprano, alto). The performance time will be no longer than 12 minutes. The other selection(s) must be in a minimum of two parts. The time between selections does not count toward the 12-minute limit. Accompanied choruses which have only fifth and/or sixth grade contestants may sing all selections in two parts.

Boys, Girls, or Mixed A Capella Choruses with no minimum participating numbers of 5th-8th grade member school students performing two or three selections A Capella by memory one of which shall be in three indicated voices (a decant does not count as an independent voice) The cover of the music will list the three parts; Ex. SSA (soprano, soprano, alto). The performance time will be no longer than 12 minutes. The time between selections does not count toward the 12-minute limit. A Capella choruses which have only fifth and/or sixth grade contestants may sing all selections A Capella in two parts.

Show Choirs shall only attend organizational music contests with a minimum of 12 enrolled members performing two or three selections by memory, one of which shall be in three indicated voices (a decant does not count as an independent voice). The cover of the music will list the three parts; Ex. SSA (soprano, soprano, alto). The performance time will be no longer than 15 minutes. The time between selections does not count toward the 15-minute limit. Show choirs which have only fifth and/or sixth grade contestants may sing all selections in two parts. There shall be movement of the contestants during the performance of this event.

Jazz Choir with a minimum of eight (8) enrolled members performing two or three selections by memory, of which one shall be a "swing style" selection. The performance time is limited to 15 minutes and the time between selections does not count toward the 15-minute limit. There may be movement of the contestants during the performance of this event; however, jazz choirs will be judged primarily on the musical performance of the group.

4.133 School Limitations

Students from more than one member school may participate together in a music organization event entered by one member school. Only the designated host school needs to register.

4.134 Individual Limitations

A vocal student may participate in one mixed chorus, either one boys or girls chorus, and one show choir. An instrumental student may participate in one band, one jazz band, one orchestra, and one choir-chime or hand-bell group.

Illustrations for Section 4.134

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Q. Is there a maximum number of participants in any music organization?

A. No. Please indicate the total number on your online entry.

Q. May a student participate in two different mixed choruses in an IESA contest?

A. No, only in one mixed chorus.

Q. What is the penalty if the individual limitations are violated in Organization?

A. The penalty shall be the lowering of the final rating by one division and the loss of the Best of Day award opportunity.

4.135 Ratings

Final ratings for all music organizational events shall be determined only in the following manner:

<u>Individual Judges' Ratings</u>			<u>Final Rating</u>
I	I	I, II or III	I
I	II	II or III	II
II	II	II or III	II
III	III	I, II, or III	III

4.136 Awards

Music organizations earning a Division I rating at state level contests shall receive a bar award after the rating has been confirmed by the host school. Plain bars should be requested from the IESA office by schools if they wish to do special engraving on their own. Plaques which can hold the award bar may be purchased by the school directly from the IESA supplier.

The IESA office will stock a first place state music organizational medal which may be purchased by music organizations receiving a Division I rating. An order form will be sent to all participating schools. Schools that receive a Division I rating may then return the form and a check to order medals.

A "Best of Day" rating (one per judges panel) shall be given by each panel of organizational judges from those selections the panel has evaluated. The organization awarded this rating shall receive a bar award identifying the "Best of Day" rating in lieu of the regular Division I rating bar.

4.137 Judges

There shall be three judges seated at separate tables for all organizational events. The judge seated in the center shall be responsible for notifying the director to proceed with the next selection. One of the three judges will be responsible for recording and providing oral comments. The digital recording and written comments will then be forwarded to the director post-contest.

Judges shall be music educators experienced in the area(s) they are assigned to judge.

4.140 SCHOLASTIC BOWL

Official rules for Scholastic Bowl are located in the Scholastic Bowl manual that is produced by the IESA office. A complete set of rules is mailed to all schools that enter the activity.

4.141 Regional, sectional, and state level competition shall be held in two classes (A/AA) based on enrollment, with an equal split of the number of entries. Member schools that desire to host a state series contest should complete the online host interest form. Competition sites shall always be determined by the IESA office. Regional online seeding procedures will be located in the Scholastic Bowl manual produced by the IESA office.

4.142 Regional tournaments will be held as designated by the Board of Directors, consisting of two or more schools in round-robin competition or pool play with round-robin competition within the pool, with the two pool winners meeting for the regional team championship. Regionals must start no later than 4:30 p.m.

4.143 A number of sectional tournaments will be held as designated by the Board of Directors. There shall be round-robin competition for the four regional winners competing. Sectionals must start at either 4:00 p.m. or 4:30 p.m.

4.144 Class A and Class AA state tournaments will be held as designated by the Board of Directors. Each tournament will consist of eight sectional winners. State competition shall consist of two pools with four teams each, in round-robin competition, with the two pool winners meeting for the state championship.

4.145 Only students who are eligible in accordance with IESA By-Laws may participate in the IESA Scholastic Bowl State Tournament Series.

4.146 Season Limitations

Only schools which have an established school team which has played at least three (3) interscholastic contests using IESA scholastic bowl rules during the current season prior to the regional tournament date (Wednesday of week 43 in the standardized calendar) may participate in the state series. Schools must submit their season schedule online by Wednesday of week 34 in the IESA standardized calendar.

Schools participating in a scholastic bowl competition using IESA rules may conduct their first contest no earlier than Monday of week 30 in the standardized calendar. Participating schools will be seeded using only the results of matches where IESA scholastic bowl rules were followed. Schools may participate in outside academic competitions at any time during the school year. Results of outside academic competitions shall not be reflected when listing the team's season record for the online regional seeding procedure. There is not a maximum number of season contest limitations.

4.147 School Limitations

Each member school may enter one team in the IESA Scholastic Bowl State Tournament Series.

The IESA state series shall be held as round-robin competition for all participating schools. The winning team from each regional and/or sectional shall advance to the next level of competition. If an opponent incurs a violation in the state series that requires a contest or contests to be forfeited, the following policy will be followed:

- If the violation affects only one round of competition, the opponent within that round will be advanced on to the next round of competition within the state tournament series.
- If the violation affects more than one round of competition, no opponent from the preceding rounds of competition shall be advanced to the next round of competition within the state tournament series.
- The advancement of opponents shall be determined by the IESA office.

No school shall be allowed to participate in regional play without submitting their scholastic bowl record online during the regional seeding procedure.

4.148 IESA State Tournament Team Limitations

A maximum of 15 competitors may be included on the school's Regional Entry Form for the state tournament series. Schools may make changes to the Regional Entry Form until the "Roster Closed" deadline date as detailed in the Activity Calendar that is posted on the IESA website. After the Roster Closed deadline, no changes will be permitted on the Regional Entry Form. Any of the competitors listed on the Regional Entry Form may be used in any match at any level of the state tournament series.

The following penalties are in effect for schools that fail to submit their online record/seeding information by the posted deadline:

- First offense: School will be placed on probation.
- Second consecutive offense: School will be able to participate in the state series of the current year but will not be able to participate in the state series the following year unless the school pays a \$250.00 fee for reinstatement to the state series.

Five team members shall begin play for each match. Less than five team members may continue in the match if there are extenuating circumstances. Each team shall provide a name placard with each member's first name and a team name placard for each match in which it participates.

Each team shall be accompanied by at least one coach who has been designated by the administration of the participating school.

All head coaches must indicate their students are in compliance with the sportsmanship and eligibility standards when completing the online Regional Entry Form.

4.149 Awards

Regional and sectional winning teams shall be awarded a plaque. Trophies shall be awarded to the first, second, third, and fourth place winning teams in state final competition.

Twenty (20) individual medals shall be awarded to members of the championship, runner-up, third, and fourth place teams at the state level.

4.150 CHEERLEADING COMPETITION

4.151 The Association shall conduct a cheerleading competition for students. The competition will be designed to allow different levels of competition so that squads of all ability levels will be competing in a comfortable setting. Regional and sectional competition will not be held. The competition is a "one-time" performance at a location determined by the IESA office. All schools that enter the cheerleading competition will perform at this location. The date of the competition is Wednesday of week #32 in the IESA standardized calendar.

4.152 Categories of Competition

Cheer-- All teams who register for cheer, regardless of size, will compete in a single cheer division. Teams can have up to 25 members on their team with no minimum required. The cheer division may include stunts, tumbling, and jumps

but cannot have any music. The time limit for the cheer performance is 1:30-2:00 minutes. Judging is based on an evaluation scoresheet.

Routine--Schools may choose to enter one of three divisions, small, medium, or large. Small team is defined as a squad with 5-12 members; Medium team is defined as 13-16 members and Large team is defined as having 17-25 members. There must be a music portion to the routine and it may not exceed two (2) minutes. There must also be a non-music portion during the routine presentation. The "normal" full routine set-up is music, followed by the cheer/sideline portion, followed by music to finish the routine or vice-versa. The time limit for the entire routine performance is 1:30-3:00 minutes. Judging is based on a rubric scoresheet.

Schools must remain in the division in which they originally entered as of **Friday of Week 28** in the standardized calendar.

4.153 Team Limitations

Each school is limited to entering one squad in each division. A school may not enter a small team and a large team in the same division.

All participants in the cheerleading competition must be listed on the online entry form.

4.154 General Rules

Complete rules are included in the Terms and Conditions which are mailed to all schools entering the IESA Competition. All performances shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations. All tosses (sponge and basket) are prohibited.

All members of the cheerleading squad must be current members of the official school spirit squad and must attend the school they are representing.

Time will start with the first organized word, motion, or sound of music and will end with the same. Entrances and exits are not considered part of the routine.

All students participating in the competition must have a physical in accordance with By-Law 3.060 and be grade eligible in accordance with By-Laws 2.040. A complete set of rules is mailed to all schools that enter the activity.

Schools may not bring their own mats to the state site to practice on or warm-up.

Clerical or team scoring errors may be corrected up to 48 hours after the conclusion of the state competition.

4.155 Awards

Trophies will be awarded based on the following formula: When there are 1-9 teams competing in a given division, only the first place team will receive awards; when there are 10-19 teams entered in a given division, the first and second place teams will receive awards; when there are 20 or more teams entered in a given division, the first, second, and third place teams will receive awards.

Medals will be awarded to the team members based on the following formula: The number of medals awarded to each team receiving a trophy shall equal four more than the maximum number of squad members for that division.

4.160 CHESS

4.161 The Association shall conduct a chess competition for students. Regional and sectional competition will not be held. Competition will be held based on 6th, 7th and 8th grade classification. It will not be held based on school size classification. The state competition shall be held on Friday-Saturday of week 34 in the IESA standardized calendar.

4.162 Season Limitation

There is no official season start date and mandatory season ending date. Schools may schedule matches with other schools any time during the school year.

4.163 IESA State Tournament Limitations

Each school must complete the online roster entry form and rank their participants by Thursday of Week 33 in the IESA standardized calendar.

The online roster entry form is located in the IESA Member Center of the IESA website. **The total number of students at each grade level that a school can enter is ten (10).** Participant information must include the name of the participants, birth date, year in school, and their rank. The online roster entry form must also include the name(s) and cell phone numbers of the school's coach(es) (or school representatives).

4.164 For sixth grade activities, a student shall be eligible through age thirteen (13). If a student in sixth grade becomes fourteen (14) before the final day in the state chess tournament, he/she is not eligible to participate in sixth grade chess.

For seventh grade activities, a student shall be eligible through age fourteen (14). If a student in seventh grade becomes fifteen (15) before the final day in the state chess tournament, he/she is not eligible to participate in seventh grade chess.

For eighth grade activities, a student shall be eligible through age fifteen (15). If a student in eighth grade becomes sixteen (16) before the final day in the state chess tournament, he/she is not eligible to participate in eighth grade chess.

4.165 General Rules

The official playing rules for the IESA Chess State Tournament are those included in the IESA Chess Rule Book, the Terms and Conditions and any printed instructions distributed from the IESA office. These rules will be enforced by designated officials. Final appeals on the playing rules in regard to the IESA Chess Rules Book rest with the Chief Tournament Director. The IESA chess administrator enforces all elements of the Terms and Conditions and rules contained in the IESA Handbook.

The tournament will be conducted in the Medley Team Swiss System format. Students will be entered into either the 6th grade division, 7th grade division, or the 8th grade division. Videotaping or electronically recording games will not be allowed for any round of play.

All participants will compete in all rounds of competition.

Each school must provide chess boards, Staunton design chess sets, and digital chess time delay clocks that comply with the rules published by IESA for every student participating up to a maximum of five (5) sets per division. The maximum number of equipment sets a given school would have to provide is 12. Please see the IESA Chess Terms and Conditions for specific equipment guidelines.

Cooperative teams are not permissible. Chess participants may be entered only by the school they attend.

4.166 Awards

The first, second, third, and fourth place teams in each grade division will receive trophies and eight (8) team medals.

Individual medals will be presented to the players scoring 6.0 or more points in each grade division.

- Individuals scoring 8.0 points or next highest score will receive gold medallions.
- Individuals scoring 7.5-7.0 points will receive silver medallions.
- Individuals scoring 6.5-6.0 points will receive bronze medallions.

4.170 BOWLING

4.171 The Association shall conduct a bowling competition for students. Competition will be held for girls and boys. It will not be held based on school size classification. Sectional and state competition will be held in accordance with dates listed on the standardized calendar. Competition dates may change from year to year.

4.172 Season Limitation

There is no official season start date and mandatory season ending date. Schools may schedule matches with other schools any time during the school year.

4.173 IESA State Tournament Limitations

Each school must complete the online roster entry form by the posted Roster Deadline published in the IESA standardized calendar.

The online roster entry form is located in the IESA Member Center of the IESA website. The online roster entry form must include the name of the participants, and year in school as well as the name(s) of the school's coach(es) (or school representatives). In IESA Bowling, a team is defined as four (4) bowlers competing from one school at the start of Round 1. A school may register a boys and/or girls team of four (4) roster positions to bowl for the state series. A school with four paid bowlers is permitted to enter two (2) alternates on the roster. If a school does not have 4 bowlers, the school is permitted to register up to 3 individuals to compete for individual awards in the state series competition. Schools registering 1, 2, or 3 individual bowlers shall not be permitted to have an alternate listed on the roster. Schools may make changes to their bowling roster up until 12:00 noon on the Monday prior to the Sectional competition. After this deadline, schools are only permitted to scratch participants from sectional competition.

The actual number of sectionals will depend on the number of teams and individuals who enter the activity. The intent is to advance a total of 24 boys teams, 24 girls teams, 48 individual boys and 48 individual girls from sectionals

to the state finals.

Cooperative teams are permitted. Individuals who are not part of a team must enter as representatives of the school they actually attend.

4.174 General Rules

The official rules for the IESA Bowling State Tournament are those included in the IESA Bowling Terms and Conditions, USBC Bowling Rules, and any printed instructions distributed from the IESA Office. These rules will be enforced by designated officials.

The state final tournament will be conducted in two rounds--preliminaries and finals. All bowlers will bowl four games in the preliminaries which will be held on Friday. Finals will be held on Saturday and will consist of six games. There will be 72 boys and 72 girls advancing from the preliminary round on Friday to the finals on Saturday. Of the 72 individuals in each division, 40 will be comprised of the tournament's top ten teams (four bowlers per team) and the top 32 individual bowlers not associated with a team entering the Saturday finals.

Scoring will be the actual pinfall for each bowler.

Please see the IESA Bowling Terms and Conditions for specific activity guidelines.

4.175 Awards

At the sectional level, bowlers placing 1-10 will receive a medal. The first place boys team and the first place girls team at each sectional will receive a plaque.

At the state level, medals will be given to the top 15 boys bowlers and the top 15 girls bowlers. The first, second, and third place boys teams and the first, second, and third place girls teams will receive trophies and seven (7) team medals.

4.180 GOLF

4.181 The Association shall conduct an individual and team golf competition for both boys and girls. Both the boys and girls divisions shall consist of a sectional level of play and a state final level of play. There is no classification based on school size or grade level. Sectional contests for boys shall be held on the first Wednesday after Labor Day. Sectional competition for girls shall be held on the first Thursday after Labor Day. The state competition for girls shall be held on the second Thursday after Labor Day. The state competition for boys shall be held on the second Friday after Labor Day.

4.182 Season Limitation

There is no official season start date and mandatory season ending date. Schools may schedule outings with other schools any time during the school year.

4.183 IESA State Tournament Limitations

Each school must complete the online roster entry form by the deadline date as indicated in the official IESA activity calendar. Schools must designate all coaches for sectional and state play by the roster deadline.

The online entry form is located in the IESA Member Center of the IESA web site. A school may list a maximum of six boys and six girls. Participant information must include the name of the participants, birth date, year in school, home course and average score. The online entry form must also include the name(s) of the school coach(es) (or school representatives).

Substitutes at the sectional level are permitted up until 12:00 p.m. on the Wednesday preceding the sectional tournament. The IESA office must be notified of the substitution. If it is necessary to make a substitution the day of the sectional tournament, the change will be made by the club professional at the sectional site. No changes may be made to the roster after the conclusion of the sectional.

A school may register for a maximum of 6 boys and 6 girls. A team is defined as any school who has at least 4 golfers participate in a division.

- a. The golfers with the lowest four scores will determine the team score and the composition of the advancing team.
- b. Only the lowest four scoring golfers for a team will participate in the team competition at state. Those golfers on the team whose score was not counted as of the four lowest may still have the ability to advance to the state tournament as individuals.

For example, a team has six golfers participating in the sectional tournament. The team advances to the state tournament. The golfers with the four lowest scores will represent the school team in

that state meet. The remaining two golfers have the ability to participate in the state tournament as individuals if these scores qualify.

The intent is to advance 8 boys teams, 5 girls teams, 40 individual boys and 52 individual girls (not associated with one of the advancing teams.) One team from each boys sectional and girls sectional will advance to state, with the objective of bringing 72 male golfers and 72 female golfers to the state tournament. Individual qualifiers advancing to state will be based on a percentage of participants in each sectional as of the online roster deadline date. Ties for the final spot will be included. At the discretion of the IESA golf administrator, state qualifying teams and individuals can be added or subtracted based on the number of sectionals.

4.184 General Rules

The official rules for the IESA Golf State Tournament are those included in the IESA Golf Terms and Conditions, USGA Golf Rules, and any printed instructions distributed from the IESA Office. These rules will be enforced by designated officials.

Players are prohibited from using a caddy during the state series.

Coaches are allowed to coach anywhere on the course except the putting green. Coaches must wait until all players have holed out before communication takes place on the next hole. See the Golf Terms and Conditions for the policy regarding cart usage by coaches at the sectional and state level of play.

The sectional tournament and the state final tournament will each be conducted as one 18 hole round. Tee times will be assigned to all competitors. See the Golf Terms and Conditions concerning weather delay policies at the sectional and state meets.

A player may not start a round of play with more than 14 clubs.

4.185 Fees

The entry fee for each individual entering the sectional is \$40.00. Participants shall be responsible to pay their own green fees at the sectional as well as any practice rounds at the state final site. The IESA will be responsible for all green fees at the state final.

4.186 Awards

At the sectional level, golfers placing 1-10 at the sectional will receive a medal. The first place boys team and the first place girls team at each sectional will receive a plaque.

At the state level, individual medals will be presented to the top 10 boys golfers and the top 10 girls golfers. The first, second, third, and fourth place boys teams and the first, second, third, and fourth place girls teams will receive trophies and eight (8) team medals.

At the sectional and state level, all ties for first place will be broken by a sudden death playoff. At both the sectional and state level, ties shall not be broken for any other individual places. Golfers tied for the same place will receive duplicate medals.

5.000 CURRENT PROCEDURE BY-LAWS

5.010 STATE SERIES ORGANIZATION AND DATES

- 5.011** Information listing state activity time schedules shall be sent to all participating schools by the IESA administrator for a given activity for all athletic activities and by the contest host for all non-athletic activities. State host schools shall not change the set time schedules without the approval of the Executive Director.
- 5.012** It is the responsibility of the IESA office administrative staff to determine regional/sectional assignments.
- 5.013** It is recommended by the Board of Directors that activities not be scheduled on school time.
- 5.014** A coach with participating contestants shall not be the tournament manager of a state tournament.

5.020 ENTRY DEADLINES AND FEES

- 5.021** The Board of Directors shall determine entry deadlines for all activities. The deadlines shall be listed on the forms that are available online. Additional entries past the initial entry deadline shall be regarded as late and shall not be accepted at the regular entry fee. The Executive Director does not have the authority to waive such late fees. Schools who have not renewed their membership by the June entry deadline or have not entered an IESA activity in which they participated the previous year shall be notified at least one week prior to the membership or entry deadline. No entry will be accepted after the final entry deadline and no appeal will be heard to accept a school entry after the final entry deadline.
- 5.022** Renewal of annual membership dues must be paid by the postmarked date as listed on the IESA standardized calendar.
- 5.023** Athletic and non-athletic entry fees and the initial entry deadline for each activity are designated on the online fee schedule form.
- 5.024** Late entry deadlines as designated on the online form have been set for all athletic and non-athletic activities with double entry fees.
- 5.025** One-half of the amount collected for double fees in the fine arts activities shall be forwarded to the host school.
- 5.026** Entry fees for sports with a June entry deadline will be refunded upon request according to the following schedule:

Golf	Requested by Aug. 15
Softball	Requested by Aug. 1
Baseball	Requested by Aug. 8
Cross Country	Requested by Aug. 15
Girls Basketball	Requested by Sept. 10
Boys Basketball	Requested by Oct. 25

Entry fees for all other activities will be refunded upon request prior to the initial entry deadline for the activity.

- 5.027** Late entry fees shall be waived for schools designated as new members or for current member schools entering an activity for the first-time which petition to participate in an activity after the initial entry deadline.
- 5.028** The penalty fee assessed to a school which does not participate in an athletic activity for which it is registered without notifying the IESA office or withdraws from the state series after the seeding meeting/online ranking deadline for a given activity shall pay a \$50.00 penalty, the cost of the officials for the contest which they forfeited, and that school's share for one contest for any deficit, and any other penalties (including monetary) as deemed appropriate by the Executive Director. The \$50.00 penalty fee shall be paid directly to the host school.

Scholastic Bowl teams withdrawing from the state series must notify the IESA office of their intent to withdraw by the conclusion of the online ranking process. Failure to do so will result in a \$50.00 penalty which must be paid to the IESA.

The acceptance of membership dues and/or entry fees shall be withheld from any school which has an outstanding penalty fee with the Association.

The acceptance of membership dues and/or entry fees shall be withheld from any school which fails to return tournament financial reports.

The Executive Director has the authority to suspend the membership of a school which fails to pay an assessment due to another school when the school owing the assessment does not pay such assessment in a timely manner.

- 5.029** A participation fee will be assessed to all schools intending to enter IESA Music and/or Speech. Music entry fees will not be refunded if a contest is postponed due to weather and the school cannot attend on the re-scheduled date.

Illustrations for Section 5.020

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. Where are the entry deadlines posted for the various activities?

A. Entry Deadlines for all activities are listed in the IESA standardized calendar and also on the Entry Forms that are available on the IESA website.

Q. What is meant by a "deadline"?

A. Your entry must be postmarked by the given date.

5.030 FINANCIAL ARRANGEMENTS

- 5.031** Each member school hosting a regional or sectional basketball, wrestling, or volleyball tournament, or a sectional track meet shall reimburse the IESA 30% of the gross receipts for admissions. Allowable expenditures as indicated on the financial report forms shall be paid by the host school. Expenditures not permitted shall be detailed on the financial report forms. Any profit shall be retained by the host school.
- 5.032** If there is a deficit in regional or sectional athletic tournament finances, participating schools may be assessed by the host school on a per-game basis for baseball, softball, or basketball; on a per-match basis for sectional wrestling and volleyball; or on a per-team basis for sectional cross-country, regional wrestling, and sectional track. Assessments shall be paid directly to the host school and shall not be sent by participating schools until the financial report is approved by the Executive Director. Host schools will have 45 days from the date that they receive their approved report to seek assessments from participating schools. An assessment sent to participating schools after 45 days does not need to be paid.
- 5.033** Each member school hosting a regional or sectional baseball or softball tournament shall receive no prepaid funds from the IESA office. No school hosting a baseball or softball regional and/or sectional game may charge admission.
- 5.034** If a track sectional host does not have the facilities to charge admissions, a request may be made to the IESA office for an amount equal to what is paid to the sectional starter. If the reimbursement is made, no assessments shall be made to participating schools.
- 5.035** Each member school hosting a state level athletic activity shall send all receipts and the vouchers for workers and expenses to the IESA office within one week after the completion of the tournament. Expenditures not permitted shall be detailed on the financial report forms. One-third of the profit shall be returned to the host school and two-thirds of the profit retained by the IESA. Deficit expenditures shall be paid by the IESA. The state tournament host shall receive an amount approved by the Board of Directors as their share of the T-Shirt sales. Any outside vendors besides concessions at state tournament events shall be contracted at least one month in advance through the IESA office instead of the host school.
- 5.036** Each member school hosting a state speech contest shall pay all allowable expenditures from the 80% of the entry fees for the participating schools forwarded by the IESA office plus any admission and program receipts. IESA shall be paid for all speech awards by the host school and shall retain 20% of the entry fees to cover costs of printing and postage, and awards. Expenditures not permitted shall be detailed on the financial report forms. If income exceeds expenses, one-half of the profit shall be retained by the host school and one-half sent to the IESA. Each member school hosting a state music contest shall pay all allowable expenditures from the 80% of the entry fees for the participating schools forwarded by the IESA office plus any admission and program receipts. IESA shall retain 20% of the entry fees to cover costs of printing, postage, and awards. Expenditures not permitted shall be detailed on the financial report forms. If income exceeds expenses, one-half of the profit shall be retained by the host school and one-half sent to the IESA.
- 5.037** Scholastic bowl regional and sectional hosts shall receive an amount equal to the amount needed to pay for the moderators, scorers and timers for the entire tournament.
- 5.038** If there is a deficit in a state Music and/or Speech contest, participating schools may be assessed by the host school on a percentage of each school's entry fees against the total entry fees. If there is a deficit in a scholastic bowl contest finances, participating schools may be assessed by the host school on a per-match basis. Assessments shall be paid directly to the host school and shall not be sent by the participating schools until the financial report is approved by the Executive Director. Host schools will have 45 days from the date that they receive their approved report to seek assessments from participating schools. An assessment sent to participating schools after 45 days does not need to be paid.
- 5.039** When admission is charged at any IESA state series contest, the admission prices shall be determined by the Board of Directors and indicated on the financial report form. Student tournament admission prices are only for grades kindergarten through eight and for senior citizens over 62. High school students are considered adults and pay the adult admission prices.

5.040 PAYMENTS TO OFFICIALS, JUDGES, MODERATORS FOR IESA STATE SERIES CONTESTS

- 5.041** State level officials and moderators who work on consecutive days shall receive one night's lodging paid for by the Association. No mileage shall be paid to any state series officials who are contracted by the Association.
- 5.042** **Payments to Athletic and Activity Officials**
- Baseball & Softball--Payments of \$60.00 for each game at the regional level, \$70.00 per game at the sectional level, and \$80.00 per game at the state level. State Level Umpire-in-Chiefs will each receive \$225.00. Three UIC's shall be hired for softball and three UIC's shall be hired for baseball.
- Cross-Country--**Sectional:** Two starters assigned by IESA Office--payments of \$60.00 for each starter; **State:** \$45.00 to each starter; \$100.00 to the referee; \$80.00 each to the Head Umpire, and Head Clerk; \$75.00 each to the Assistant Referee and Head Finish Judge; and \$30.00 to staging clerks and umpires who do not have a separate paid position.
- Basketball--Payments of \$50.00 for each game at the regional level; \$60.00 for one game at the sectional level; and \$75.00 for each game at the state level. State Level Coordinator of Officials will each receive \$30.00 per game.
- Cheerleading--Payment of \$300.00 each to the panel judges; \$300.00 each to the technical judges; and \$275.00 to the non-scoring quality judge.
- Wrestling--Payments of \$160.00 at the regional level, \$225.00 at the sectional level, and \$175.00 per day at the state level.
- Volleyball--Payments of \$50.00 for each match at the regional level, \$60.00 per match at the sectional level, and \$70.00 per match at the state level. State officials working as a line judge shall receive \$25.00 per match. If line judges are used at the regional and/or sectional level, the expense may be charged to the financial report. Maximum amount each line judge may receive is \$20 per match. State Level Coordinator of Officials will each receive \$30.00 per match.
- Track--Payments of \$175.00 per meet at the sectional level for each sectional track starter. Shells for the sectional meet shall be purchased by the host school and reimbursed on the sectional financial report. At the state meets, the meet referee shall receive \$290.00, and the assistant referees (3) shall each receive \$180.00; the boys starter shall receive \$180.00; and the girls starter shall receive \$180.00, the Head Field Event judge shall receive \$200.00, the Head Finish Line Judge shall receive \$150.00, the Clerk of the Meet shall receive \$180.00. The public address announcer shall be paid \$150.00.
- Bowling--Payment of \$150.00 to two (2) state tournament managers, \$100.00 to tournament host, \$75.00 to scorekeepers.
- Scholastic Bowl--Payment to scholastic bowl moderators at \$30.00 per match at regionals; \$40.00 per match at sectionals. Payment of \$10.00 per match for scholastic bowl scorers and timers, no mileage. State final moderators working the quarterfinal matches only to receive \$250.00 per moderator for the tournament. State final moderators working the quarterfinal and consolation/championship matches to receive \$275.00 per moderator for the tournament.
- Speech--Payments of \$20.00 per hour (no mileage) for speech contest judges and \$25.00 per hour (no mileage) for music contest judges. Judges should be scheduled for a thirty-minute paid lunch period.
- Chess--Chief Tournament Director, \$280.00; Pairings, \$200.00; Section Chiefs, \$250.00; Stewards, \$20.00 per round.
- ## 5.050 PROTESTS, PENALTIES, AND HEARINGS
- 5.051** All protests or charges of a violation of the Constitution, By-Laws, rules or regulations of the Association shall be reported to the Executive Director in writing or otherwise verified to the Executive Director within 48 hours of the alleged violation. The Executive Director shall have the authority pursuant to Article 1.440 to decide the matter. Such decision may be appealed as provided in these By-Laws.
- 5.052** In the event a student, parent/guardian, school, or individual against whom or in favor of whom a decision or ruling has been rendered wishes to request a hearing, they shall file such request for such hearing in writing through the principal of the member school involved, with the Board of Directors of the IESA.
- 5.053** The President of the Board of Directors may appoint a hearing officer or select an Appeals Panel to conduct an appeal. A decision of the Board of Directors or an Appeals Panel shall be final. The decision of a hearing officer can be appealed to the Board of Directors who shall hear and decide the appeal. Only the Board of Directors may hear and decide a matter involving the Constitution or Sections 5.080 and 5.090 of the By-Laws.
- 5.054** A hearing officer or Appeals Panel will be appointed by the President, or in the President's absence, failure or refusal to act, by the Vice-President to review the ruling of the Executive Director.

- 5.055** When the President of the Board of Directors refers an appeal to an Appeals Panel, the President shall appoint not less than three members of the Board of Directors to constitute such appeals panel and to conduct a hearing on an appeal. The members so appointed shall select a chairperson from among their number to preside at all hearings. Members of an Appeals Panel shall not be from the school or division involved in the appeal. The Appeals Panel shall review all documents or information presented to it, shall decide the matter in accordance with the By-Laws or rules of the Association and provide a copy of its decision in writing to the administrator of the school or student's school involved. A written report of all decisions of the Appeals Panel shall be given to the Board of Directors not less than quarterly.
- 5.056** When a hearing officer is appointed, he/she shall promptly convene a hearing to consider the ruling by the Executive Director. The hearing officer shall review all documents and information provided and may affirm, modify, or reverse the decision of the Executive Director. The decision of the hearing officer may be appealed to the Board of Directors.
- 5.057** The decision of a hearing officer may, upon written request filed with the Board of the IESA within ten (10) days of a decision, be reviewed at a further hearing conducted by an Appeals Panel or the Board of Directors as determined by the President. All interested persons may attend and provide testimony or evidence at all hearings. The decision of the Appeals Panel to affirm, modify, or reverse the decision of the Executive Director or hearing officer shall be final when made.
- 5.058** Protests pertaining to the decision of a game official shall not be subject to a ruling by the Executive Director, Appeals Panel, or the Board of Directors. Principals shall file a report of unsatisfactory performance by game officials with the Executive Director. Such report must set forth the facts and specific charges such as lack of knowledge, error in judgment, improper conduct, or other charges. [See By-Law 2.124]
- 5.059** An administrator of that school shall present the case for a member school at a hearing with a hearing officer or Appeals Panel. A case for an individual may be presented by a student, parent/guardian, or the individual's appointed representative. If an Appeals Panel is called to reach a decision, there will be a fee charged to that member school of \$100.00, plus the actual expenses incurred by the Appeals Panel.
- 5.060** Penalties for violations of the Constitution, By-Laws, or any rule or regulation adopted by the Board of Directors shall be in accordance with the Constitution, By-Laws, rules and regulations of the IESA. The Executive Director shall have full authority to determine and impose any penalty, including suspension or expulsion, for a period not to exceed one year. The findings of any investigation conducted by the Executive Director shall be made known to the administrator of the school or student's school alleged to be involved.

Illustration for Section 5.050

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. What course may I take when all hearing procedures have been exhausted and I am still not satisfied with the decision of the Appeals Panel?

A. The decision of the Appeals Panel is final. If still not satisfied, you have the option of examining the problem through the courts of the State of Illinois.

Q. In addition to the \$100.00 charge for an appeal, what other expenses might I expect to pay?

A. If an appeal is heard via a telephone conference call, you could expect to pay at least \$300.00 for the cost of the telephone conference call. If the Appeals Panel should actually meet to hear the appeal, then the party requesting the appeal would be responsible for paying the round-trip mileage to the hearing site and meal costs for the members of the Appeals Panel.

5.070 FORFEITURE OF CONTEST

- 5.071** The use of any ineligible participant in any interscholastic game or contest shall make the forfeiture of the game or contest automatic and mandatory if won by the offending school. In addition, any individual or team awards won by the school using an ineligible player must be forfeited. The use of an ineligible participant for a non-athletic contest shall result in the forfeiture of any award to be received by those participants. Coaches who allow students to exceed the individual limitations as detailed in Division 4 of these By-Laws shall be subject to a two-game suspension at the level where the violation occurred and all other interscholastic contests at any level in the interim.
- 5.072** Any team which fails to play a scheduled game and forfeits such game is subject to action of the Board of Directors, including penalty, assessments, suspension, or expulsion.
- 5.073** A team failing to field the required number of starting players in boys baseball, girls softball, girls or boys basketball, girls volleyball, or scholastic bowl within thirty (30) minutes of the scheduled game time shall forfeit the game. A game or match that is played even though the school failed to field the required number of starters within thirty (30) minutes of the scheduled game time cannot be protested for that reason.

5.074 State series contests in girls softball, boys baseball, girls basketball, boys basketball, and girls volleyball shall not be forfeited due to weather. If the administrator of any participating school determines the team cannot reach the tournament site due to weather, or if the tournament manager makes the decision that all contests scheduled on a given day shall not be held because of weather, the host school shall reschedule the game(s) and adjust the remainder of the playing schedule as necessary. Other contests scheduled on that date may still be held.

Teams that cannot attend a golf sectional or state finals, a cross-country sectional or state finals, the cheerleading competition, a wrestling regional, sectional, or state finals, the bowling sectional or state finals, a scholastic bowl regional, sectional, or state finals, or a track sectional or state finals due to weather may forfeit without penalty. However, only when a majority of the schools scheduled to compete in the contest are not able to participate due to weather will the contest be rescheduled. Should weather cause a delay or postponement in any state final activity, it is the responsibility of the IESA along with the respective host school to reschedule the contest.

5.075 Any coach or school official who withdraws a team from the field of play under any circumstances prior to the official completion of the game shall forfeit all rights to protest, except when the principal of the forfeiting school believes circumstances which affected the health, safety, or welfare of the students required such action. The principal may file a protest under the provisions of Division 5 in these situations.

5.076 If a coach is ejected and there is not another coach present to assume coaching duties who meets the guidelines for qualifications of athletic coaches as set forth in By-Law 2.110, the game must be forfeited.

Illustrations for Section 5.070

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. A conference tournament or regular season game is scheduled on the same night as the IESA regional. How should we proceed?

A. IESA competition takes preference over any regular season or other tournament play. Teams that would forfeit a state series contest are subject to the provisions of By-Laws 5.028 and 5.072.

Q. As a regional tournament host, should I notify the other team before they leave home when their opponent has forfeited in advance?

A. Yes. It is not necessary for a team to correctly appear on the game area at the correct time and before forty-five minutes have elapsed if it is known in advance that their opponent is forfeiting the contest. Administrators should use good judgment in making decisions to notify other teams of declared forfeits.

Q. Can the coach of a girls volleyball team call the tournament host to tell him they are unable to appear due to bad weather?

A. It is valid only when done by a school administrator.

Q. As a state tournament host, what is my responsibility in scheduling when a cancellation becomes necessary due to weather conditions?

A. Contact the IESA office immediately.

Q. One of the teams that is scheduled to play in my sectional is late. There has been no contact from that school. What do I do?

A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time.

Q. One of the teams that is scheduled to play in the first round of my regional has called to indicate their bus is having mechanical problems. They believe they will be an hour late. What do I do and what is my next step?

A. The game will be forfeited if the school is not dressed and ready to play within 30 minutes of the scheduled starting time. While it is unfortunate the team will be late because of bus problems, to continue delaying the regional will only cause problems for the teams who are scheduled to play later in the day and officials who are scheduled to work that day as well. If the school arrives 30 minutes after the scheduled start time, the contest should be declared a forfeit, the host school should notify the IESA office, and the next game should be played at the scheduled start time.

Q. My sectional basketball game was scheduled for 6:00 p.m. One of the schools scheduled to play in the contest has called and indicated they have had bus problems and will be arriving at 6:25 p.m. Should this game be forfeited?

A. No. Schools have 30 minutes from the scheduled start time to arrive at the site. Since contact has been made between the host school and the school that will be late, the game shall start no later than 6:30. There would be at most 5 minutes of warm-up time given to the school who is late as the game may not start later than 30 minutes from the scheduled start time.

Q. Whose responsibility is it to declare a forfeit if a team is late?

A. The host manager has the responsibility to declare a forfeit. This is generally the administrator of the host school.

5.080 BREACH OF CONTRACT BETWEEN MEMBER SCHOOLS

- 5.081** In the event of any emergency, strike, or boycott, every effort should be made by both parties to resolve the breach of contract by mutual consent. If agreement cannot be reached, the school which created the breach shall be responsible to fulfill the terms of the contract or be liable to terms of this section. If a contest is not played because a member school complies with the prohibitions of By-Law 2.015 pertaining to a strike, no financial penalty or assessment, other than that which is specified in By-Law 5.082, shall be imposed against the offending school for breach of contract.
- 5.082** In case of strike, the school district on strike shall be responsible for payment of all officials' and/or judges' contracts.
- 5.083** In case of a breach of contract between member schools, the Board of Directors shall have authority to consider and decide any penalty including an award of financial loss which is sustained by the offended school.

Illustrations for Section 5.080

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. When a member school cannot participate in a scheduled contest because it is not in legal session due to a strike, may the contest be rescheduled or must it be canceled and forfeited?

A. A contest which is not played because of a strike may be rescheduled within the provisions of the season and participation limitations of these By-Laws and by mutual consent from both schools. If the contest is not rescheduled and played, the school which could not participate because of the strike must forfeit the contest.

Q. Is a school which cannot play a contest because of a strike obligated to make financial settlement for unrealized revenue with the host school for the contest?

A. No. The provisions of By-Law 5.081 specifically absolves a striking school of such obligations if it complies with the terms of By-Law 2.015, which prohibit it from playing a contest while on strike.

Q. Who is responsible for payment of officials when a forfeit has occurred?

A. The school that caused the forfeit is responsible for payment to the officials. In some cases restitution may have to be made to the host school if the host school has paid the officials and it was the visiting school that caused the forfeit. Example: School A and School B have a game scheduled for Tuesday at 6:00 p.m. School B has requested that the game be moved to 4:00 p.m. on the same date to accommodate a school concert. School A is willing to play earlier but must contract a different set of officials for the earlier starting time. School B is responsible to pay the original set of officials because they were the ones who requested the time change necessitating new officials.

Q. Our baseball (or softball) game has been cancelled because of rain. Do I have to pay the umpires?

A. If the umpires have driven to the site, then generally payment is made. If the school was able to contact the umpires before they left for the contest, payment does not need to be made. **See By-Law 2.127 for postponement/suspension policy.**

Q. I have a set of officials contracted to work two basketball games. Our school lost power and we were not able to play. Am I responsible for paying the officials?

A. In general, yes. Some officials will understand the situation and if you can contract them for the make-up date, they will not expect payment. However, if you cannot contract the same officials, then they should be paid. The officials held the date for you and they should be paid if a new date cannot be scheduled. **See By-Law 2.127 for postponement/suspension policy.**

Q. When a contest is not played because of a strike, how are game contracts resolved?

A. Game officials are contracted by the host school for the contest, and it is obligated to pay officials for contracted games, whether the game is played or not, unless other resolution is mutually consented to by both the school and officials(s). However, in the event of a game which is not played because one of the schools scheduled to play cannot because of a strike, the striking school must either pay the game officials according to the terms of their contracts if it is the host school, or the striking school must reimburse the host school for the terms of the officials contracts if it is the visitor.

5.090 BREACH OF CONTRACT BETWEEN SCHOOL AND OFFICIAL

- 5.091** In case of breach of contract between a member school and official, either in total or in part, the Executive Director or Board of Directors shall have authority to assess such penalties as they deem appropriate against the offending party.
- 5.092** Member schools of the Association shall contract officials. Contracts may be in either written or in electronic form.
- 5.093** If, in the judgment of the school or official, there are extenuating conditions, a hearing may be held. Written request for such hearing must be submitted to the Executive Director, who shall be responsible for conducting an investigation and hearing.
- 5.094** If an official's contract is made during a given school year for a contest to be played during the next school year and if, in the meantime, there is a change in the school principalship, the contract is valid only if and when the incoming principal has been notified of the existing contract and has sanctioned it or has failed to inform the official of cancellation within one week after the notification.

5.101 Any player ejected from a contest for unsportsmanlike conduct shall be ineligible:

- **First offense:** For the next two (2) interscholastic contests at that level of competition (and all other interscholastic contests at any level in the interim). In addition the player must complete the NFHS Sportsmanship course online prior to regaining eligibility. Receipt of course completion must be acknowledged by the IESA Office prior to the player regaining eligibility.
- **Second Offense:** For the next five (5) interscholastic contests at the level at which the ejection occurred (and all other interscholastic contests at any level in the interim), in addition to a \$100.00 fine.
- Player may also be subject to other penalties the IESA or the school may assess.

Examples:

1. A basketball player is ejected twice during the course of the season. That player is not allowed to participate in the next five basketball contests (at that level of competition and all other interscholastic contests at any level in the interim) following the second ejection and must pay a \$100.00 fine.
2. A player is ejected one time during the baseball season for unsportsmanlike conduct and one time during the basketball season also for unsportsmanlike conduct. Following the second ejection, that player is not allowed to participate in the next five basketball contests following the second ejection and must pay a \$100.00 fine.

5.102 Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible:

- **First offense:** For the next two (2) interscholastic contests at that level of competition (and all other interscholastic contests at any level in the interim). In addition the coach must complete the NFHS Sportsmanship course online and pay a \$100.00 fine prior to regaining eligibility. Receipt of course completion must be acknowledged by the IESA Office prior to the coach regaining eligibility.
- **Second Offense:** For the next five (5) interscholastic contests at the level at which the ejection occurred (and all other interscholastic contests at any level in the interim), in addition to a \$250.00 fine
- Coach may also be subject to other penalties the IESA or the school may assess.

Examples:

1. A basketball coach is ejected twice during the course of the season. That coach is not allowed to attend the next five basketball contests (at that level of competition and all other interscholastic contests at any level in the interim) following the second ejection and must pay a \$250.00 fine.
2. A coach is ejected one time during the baseball season for unsportsmanlike conduct and one time during the basketball season also for unsportsmanlike conduct. Following the second ejection, that coach is not allowed to participate in the next five basketball contests following the second ejection and must pay a \$250.00 fine.

5.103 Once the first contest of regional play has begun for a school, any player or coach ejected from a contest for unsportsmanlike conduct shall be ineligible *for the next two (2) IESA postseason contests at that level of competition (and all other interscholastic contests at any level in the interim).*

5.104 Any fan ejected from a contest shall not be allowed to return to future contests until he/she has completed the NFHS Sportsmanship course online and has presented proof of completion to the school administration. Any fan ejected from an IESA state finals tournament may not return to the tournament if there are games remaining to be played in that tournament.

5.105 Any player or coach ejected from a contest for unsportsmanlike conduct who fails to sit out the remaining interscholastic contest(s) as required in By-Laws 5.101 and 5.102 shall cause the team(s) to forfeit that contest and possibly receive other penalties as determined by the Executive Director.

5.106 Any school that receives two ejections in a school year (which includes players, coaches, and fans) shall be required to communicate in writing through the school's administration with the Sportsmanship Review Panel on the steps the school is taking to address the issue. The panel may recommend additional sanctions to the Board of Directors if they deem necessary. The Sportsmanship Review Panel shall consist of an IESA administrative staff member, a member of the sportsmanship advisory committee as well as no less than one member of the Board of Directors.

Illustrations for Section 5.100

The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.

Q. May a coach who has been ejected pay the fine with a personal check?

A. No. Whenever there is a fine involved because a player or coach has been ejected, a school check must be used to pay the fine and the school check must be received in the IESA Office before the player or coach can play or coach.

Q. I have a player/coach/fan that needs to take the NFHS Sportsmanship course. How much does that cost and how do I notify IESA that the course was completed?

A. The course is free from the NFHS website which is nfhslearn.com. Upon completion, a certificate of course completion is

available. That certificate must be sent to the IESA Office before the player/coach/fan can return.

Q. May a coach who is ineligible for a contest due to a suspension for unsportsmanlike conduct travel with the team to the contest or attend the contest?

A. No.

Q. If a player is ejected from a 7th grade game, when is he/she eligible to participate?

A. A player ejected from a 7th grade contest may not play in the 8th grade contest scheduled on the same evening. Furthermore, whenever the next 7th grade contest is scheduled, the player is required to miss that contest and all contests between.

Q. What is the definition of two ejections in a school year?

A. Two ejections is literally interpreted as two ejections by any player, coach, or fan during a given school year. It does not matter if the two ejections occurred on the same day, different days, two fans, or any combination. If a school has two ejections in a given school year, then they are subject to the provisions of By-Law 5.104.

Q. My coach was ejected from a 7th grade basketball game on Tuesday. Our next 7th grade game is not scheduled until two weeks from that day. Our county 8th grade tournament is scheduled to start this coming Saturday. Is my coach allowed to coach in the 8th grade county tournament?

A. No. The coach is required to miss the next two contests at the level at which the ejection occurred and all contests in between. Since your coach was ejected in the 7th grade contest, he/she could not coach in the 8th grade county tournament and would have to also miss the next two 7th grade contests. In addition, the school is fined \$100 and the coach must complete the NFHS Sportsmanship course.

Q. What is the definition of Unsportsmanlike Conduct?

A. Unsportsmanlike Conduct is defined as the following: fighting, verbal abuse/dissent directed toward an official or opponent, racial or ethnic slurs, profanity/obscene gestures, flagrant/violent fouls, taunting/trash talking/baiting, cheating, throwing/abusing equipment, physical intimidation, or abuse of an official or opponent, and unauthorized leaving of the team bench.

Q. If a player is disqualified for committing five personal fouls in a basketball game, must he/she sit-out the next contest?

A. No. By-Law 5.101 only applies when players are ejected for unsportsmanlike conduct.

Q. If a girl is ejected for unsportsmanlike conduct from the first game of a softball doubleheader, is she eligible to play the second game of the doubleheader?

A. No. She would have to miss the second game that day.

Q. What is the umpire's/referee's role in enforcing By-Laws 5.101, 5.102, and 5.103?

A. Game officials are not responsible for enforcing the By-Law. Officials must report the ejection to the IESA office and the member school within 48 hours of the incident. They should also send a copy of the report to the offending member school. However, due to commitments officials may have, it is possible they will not be able to submit a report within 48 hours. Even if an official does not submit a report within 48 hours of the ejection, it is the school's responsibility to enforce the automatic next game suspensions/penalties if a player, coach, or fan is ejected.

Q. May players who are ejected for unsportsmanlike conduct travel with the team to the next contest or attend the contest?

A. Yes, but the ineligible player may not dress for the contest.

Q. What happens to a player who is ejected during the regional basketball final and the team loses the regional contest?

A. The ejected player must sit out the next two interscholastic contests at that level of competition, and all other interscholastic contests at any level in the interim, in which he or she participates. Example: A 7th grade boy is ejected in the 7th grade regional basketball championship game. The team loses the championship game. This student also plays on the 8th grade team. This boy would not be eligible to play in any remaining 8th grade basketball contests as the 7th grade season is over and the By-Law states he must sit out the next interscholastic contest at that level and all other interscholastic contests at any level in the interim. He would have to miss the first two track meets of his 7th grade year assuming he participates in track. If he does not participate in track, then he would have to miss the first two contests of his 8th grade year in any interscholastic contest.

Q. Can the decision of the game official to assess an unsportsmanlike conduct penalty be appealed?

A. No. That is a decision of the contest official and By-Laws 2.124 and 5.058 prohibit the decisions of game officials to be appealed.

Q. A coach receives two technical fouls in a game and therefore is required by rule to be ejected from the game. Is the coach required to sit out the next two contests?

A. Yes. Receiving two direct technical fouls is considered being ejected for unsportsmanlike conduct. In addition, the school is fined \$100, and the coach must complete the NFHS Sportsmanship course.

Q. When a student is ejected for unsportsmanlike conduct and has to sit out the next game and also becomes academically ineligible for the next game, will the student serve both periods of ineligibility at the same time?

A. No. The student will be academically ineligible for the next week and then the student will serve the penalty for the ejection once the student has regained academic eligibility.

Q. One of my fans was ejected on Saturday at our quarterfinal game in basketball in the IESA state tournament. When can that fan return to watch the tournament?

A. That fan cannot return to the state tournament. The fan is banned from the remainder of games that are played on Saturday

as well as any games that are played on Thursday. In addition, that fan is required to watch the NFHS Sportsmanship course.

Q. My coach was ejected from the regional game that our team lost. Are the penalties still required?

A. Yes. The coach must sit the appropriate number of contests, the penalty fee must be paid by the school and the coach must successfully complete the NFHS Sportsmanship course.

Q. One of my players was ejected during our regional semi-final game on Saturday. We play a double-header versus a conference team on Monday and then have the regional championship on Tuesday. Can my player serve her suspension by sitting out the two games of the doubleheader on Monday?

A. The player would have to sit those two games as well as the next two IESA postseason contests. The by-law indicates that the player shall be ineligible for the next two (2) IESA postseason contests at that level of competition (and all other interscholastic contests at any level in the interim).

Q. My team won its sectional and will play at the state tournament. However, the Tuesday before the state finals, my player was ejected from the conference tournament. Does she still have to serve the 2-game IESA suspension even though she was ejected from a conference game and not a regional or sectional game?

A. Yes. Once the team has begun regional play, an ejection from any contest results in a 2-game IESA postseason suspension.

IESA Member School Publicity Policy

Each member school acknowledges that athletic contests and interscholastic competition take place in the public. As such, there is no expectation of privacy in the images of student athletes, coaches or other participants at such events. The IESA and/or its agents or designees may take, distribute and use photographs of student athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs. The member school will take appropriate actions to notify its student athletes, coaches and participants of this provision.

IESA E-mail Policy

E-mail can be an efficient method to exchange information, request services, ask questions or transfer data 24 hours a day. That is the upside. The downside is an overwhelming demand to get immediate responses to questions e-mailed at all hours of the day and night.

Please note that due to the volume of e-mail messages received on a daily basis, our first priority is to respond to our member schools and contest officials. E-mails from member schools and contest officials will be answered as quickly and as efficiently as possible. E-mails from all other parties will be answered as time permits.

General public e-mail messages regarding the performance of contest officials will not receive a response.

E-mails from the general public requesting eligibility rulings or rule interpretations should be directed to the principal or athletic director of your local school before contacting the IESA. PLEASE NOTE: The IESA member school is our constituent -- we may share your correspondence with the school administration. E-mails must include the full name, mailing address and telephone number of the sender within the message.

For inquiries of a general nature, sport, or program/service, please use our general e-mail address: general@iesa.org

IESA Severe Weather Safety Guidelines

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that host schools, competing schools, and contest officials establish dialogue in advance of the contest or event to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Host schools are encouraged to share their plan with competing schools and officials prior to the start of the tournament.

Advance Planning

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the host school administrator or official(s), if assigned, can make the decision to suspend play.

Monitoring Weather

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

If competing schools have portable devices they will be bringing to a contest and have specific policy or directions from their administration that they must follow, the school must communicate those policies with the host school. Host schools must know the policies of each school assigned to their tournament prior to its start.

Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that the local manager(s) monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Either host school administration or assigned contest officials have the authority to suspend or cancel interscholastic contests. It is recommended that those groups work together in making such determination and use any and all available information in doing so. Participating schools with concerns at particular events should direct those to the host school management or assigned contest official.

The following guidelines should be followed in determining when to suspend an event:

1. Anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is present, and a contest should be suspended. At that point, the 30 minute rule for resumption should go into effect.

NOTE: Due to the layout of some outdoor facilities, contest officials or tournament managers may not be able to see lightning actually "strike the ground." However, whenever lightning is seen moving out of clouds towards the ground, it can be assumed that the lightning is striking the ground somewhere, and as a result, the contest should be suspended.
2. If lightning or thunder is not present but the weather is starting to become ominous, tournament management and/or contest officials should use all available information to determine if and when a contest should be suspended. Care for both participants and spectators should be taken into account at this point. If in doubt, contest officials or tournament managers are encouraged to exercise caution and suspend play. Tournament officials should be ready to implement their emergency plans. However, competing schools who pull their teams or athletes off the field of competition prior to a contest or event suspension do so at the risk of forfeiture or disqualification from the game or event.
3. Suspended contest or events should be resumed at a time when the weather and/or field conditions allow for resumption.

Evacuation Plan

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that - athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

Resuming Activity

The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

Policy and School Recommendations for Transgender Participation

The Illinois Elementary School Association approves this policy and process to address the participation of transgendered students in all IESA athletics and activities.

For the purpose of this policy the following definitions will be in place:

- **Transgendered:** a person whose gender identity is different than the sex assigned to him or her at birth as reflected on the student's birth certificate.
- **Intersex:** a person who is born with a reproductive or sexual anatomy and/or chromosome pattern that doesn't seem to fit the typical definitions of female or male.
- **Gender Identity:** a person's deeply-felt internal sense of being male or female.
- **Gender Expression:** a person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.)

Privacy Statement

All discussions and documents at all levels of the process either by a member school, appeals panel, and/or IESA shall be kept confidential unless specifically requested by the student and family.

School Procedure

1. If a student has a gender identity that is different than the sex assigned to the student at birth as reflected on the student's initial birth certificate, the student and/or parents shall contact the school administrator or athletic director at their member school notifying them of said difference and that the student wishes to participate in athletics/activities in a manner consistent with their gender identity. The school shall collect the following for the participation ruling:
 - a. Gender identity used for school registration records
 - b. Medical documentation (hormonal treatments, sexual re-assignment surgery, counseling, medical personnel, etc.)
 - c. Gender Identity related advantages for approved participation
2. Once the school administrator has collected the relevant information, the member school shall contact the IESA office in writing of the request for the ruling, the student's gender identity, and the selected athletics/activities that the student would like the opportunity to participate in if they are selected through the team try-out process.
 - a. Once the student is approved, participation is granted through the duration of their junior high/middle school career, it does not need to be annually renewed.

IESA Procedure

IESA will make final rulings on student participation. The IESA may establish a group of medical personnel to act in an advisory role when reviewing rulings. Appealing parties should provide the following documentation:

1. A current transcript and school registration information
2. Documentation of the student's consistent gender identification (e.g. affirmation statements from student, parent/guardian, and/or health care provider)
3. Any other pertinent documentation or information

The IESA will respond to the member school in writing the decision of the participation ruling. If the request is not approved, Section 5.050 of the IESA Handbook shall govern all appeals.

Areas of Awareness

- Have a plan in place
- Use correct names/pronouns – according to student's self-identification
- Gender appropriate restroom accessibility
- Locker room accessibility
- Educational training for teachers, counselors, coaches, administrator and students on transgender sensitivity in relation to student
- Manner of dress according to gender identity
- Access to resources and accurate information

Emerging Activities Policy

The IESA Board of Directors may consider recommendations to add a new state series/championship when a recommendation is brought forward by the Emerging Activities advisory committee.

The IESA will utilize the information provided by member school as detailed in Steps 1 and 2 below to monitor the development of new and emerging activities in member schools and to assist in determining when a new state series/championship should be considered.

1. Interest Step: Schools interested in an emerging activity shall indicate their interest with the Association in the IESA Member Center. Indicating the school's interest means the school does not currently offer interscholastic competition in a given activity(ies) but is interested in having this as an option for students in the future.
2. Registration Step: Schools currently participating in an emerging activity shall register their participation with the IESA Office. Registering the school's participation means that even though the IESA does not offer a state series/championship at this point, the member school conducts interscholastic competition throughout the school year in a given activity(ies).
3. The IESA's Emerging Activities administrator will gather the following additional information:
 - a. The number of schools in a geographical area to complete a schedule
 - b. Feasibility and scheduling of state series and its impact on existing IESA programs
 - c. Pre-existing community-based programs
 - d. Availability of certified officials
 - e. Growth potential of the activity
 - f. Consider gender equity criteria
 - g. Financial and staffing impact to the Association
4. Once the information in Step 3 has been gathered, the Emerging Activities advisory committee will make a recommendation to the Board on next steps to take.

Unmanned Aerial Vehicle (Drone) Policy

The use of unmanned aerial vehicles ("UAV") also known as drones, is prohibited for any purpose by any persons at IESA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IESA broadcast partners, provided the management of the tournament facility permits the presence of UAV's for broadcast purposes under the control of the IESA.

Varsity/Non-Varsity Definitions and Policy

Both Varsity and Non-varsity

- **Designation of contest:** The level of competition for a contest is regularly specified on the contract which schools enter into for a given contest. Unless otherwise mutually agreed upon by the principals/official representatives of all competing schools prior to the contest, the level of competition specified on the contract designates the level of the competition.
- **Season limitations:** Season limitations apply to varsity and non-varsity teams. The school season ends for varsity athletes and non-varsity athletes on the date of the school's last contest at their level in the particular sport.
- **Team limitations:** Team limitations apply to varsity and non-varsity teams.
- **Individual player limitations:** Individual player limitations apply to both varsity and non-varsity teams (per day limitations).
- **Eligibility Requirements:** Eligibility standards and requirements apply to both varsity and non-varsity athletes.

Varsity Only

- **Officials:** A varsity contest may be played only if licensed officials can be obtained.
- **Schedule:** Only varsity contests count toward a teams required minimum and maximum number of contests.
- Varsity team is identified by the school at the start of the season. That team fulfills a schedule of contests arranged for the varsity team. This team is considered to be the team which comprises the most skilled competitors in the sport and is the team which is the school's representative at its highest level of competition, including the state series.

Non-Varsity Only

- **Officials:** A below varsity level contest may be officiated by members of the coaching staff, faculty and/or administrative staff from any of the competing schools if the contracted official does not show or the school could not obtain a licensed official for the contest.
- **Format:** By agreement of the participating schools, the format of the contest may be altered.

Effective July 1, 2023

Policy for Accommodation Request

Purpose

It is the policy of the IHSA to provide students with disabilities full and equal opportunities to be integrated in IESA interscholastic sports and activities whenever possible. IESA recognizes and adopts the definition of disability as provided within the Americans with Disabilities Act. The IESA will not discriminate against students with disabilities based on disability in its services, programs, or activities.

Procedure for Requesting an Accommodation

Students who need accommodations are encouraged to work with their member schools to complete and submit the Request for Accommodation Form. A disability is an impairment that substantially limits one or more major life activity. Disability includes, but is not limited to, physical impairments, mental impairments, visual impairments, hearing impairments, intellectual impairments, learning disabilities. A request for an accommodation should be submitted prior to the start of the applicable athletic or activity season, or as soon as is practically possible in light of the accommodation being sought.

The IESA recognizes that it cannot anticipate all potential accommodations necessary and that providing accommodations to students with disabilities will require an individualized review and assessment. Accordingly, a request for an accommodation shall be considered on a case-by-case basis. The IESA will engage in an interactive process to the extent necessary for each request for accommodation. The IESA may work with the student, his/her parent or guardian, coaches or other staff from the student's member school, or outside consultants, if necessary, in the interactive process. A request should be in writing, but a request can be made in an alternative format such as an audio recording or video. All requests for accommodations shall be sent to the Executive Director of the IESA.

Process for Submitting a Request

The process for submitting a request for an accommodation (available in the IESA Member Center) is as follows:

- The student, his/her parent/guardian are responsible for completion of Part 1 of the Request for Accommodation.
- The Request for Accommodation should be submitted prior to the start of the applicable athletic or activity season, or as soon as is practically possible, in light of the accommodation being sought.
- The student and his/her parent/guardian are responsible for obtaining the school principal's or athletic director's completion of Part 2.
- The request can be submitted by email to the IESA, fax or mail. The request is deemed submitted on the date emailed or faxed, or, if mailed, three days after the postmark.

Once the IESA receives a request for an accommodation, the following activity will occur:

- After receiving the request, the Executive Director will conduct a review, which can be informal, but will be interactive to the extent necessary. The student, his/her parent/guardian, and personnel from the student's school shall be given the opportunity to submit additional evidence or engage in discussions with the Executive Director, as they may deem necessary. The IESA reserves the right to request more information, including medical records, to better understand the request being sought. Furthermore, the IESA will consult with outside consultants as necessary. The interactive process can be done by telephone, videoconference, or in-person.
- The Executive Director will complete Part 3 of the Request for Accommodation and will provide a letter explaining the accommodation within 10 days after the request for accommodation is submitted to the IESA. If a request for accommodation is denied by the Executive Director, the student, parent/guardian and/or member school may pursue an appeal pursuant by submitting a written request for a hearing to the Board of Directors.

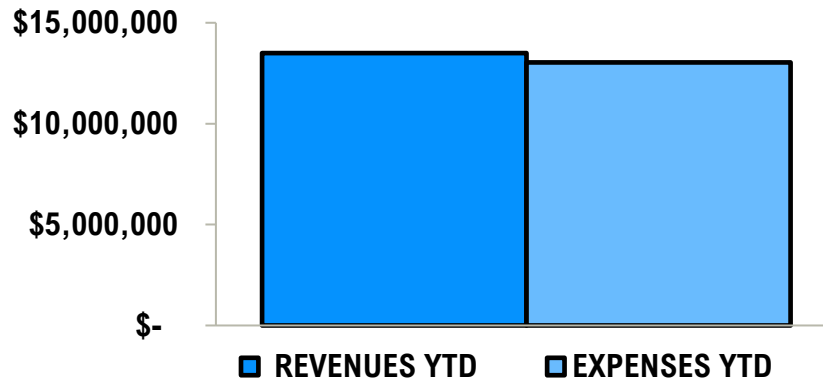
The Monthly Report

Palos Heights School District 128

May 2024

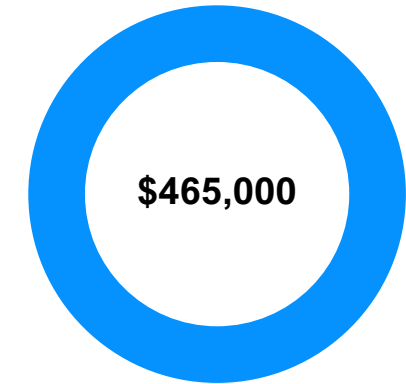


Executive Summary - May 2024 (Figures rounded to the nearest thousand)



BEGINNING BALANCE
\$9,047,000
TOTAL REVENUES - YTD
\$13,496,000
TOTAL EXPENSES - YTD
\$13,031,000
ENDING BALANCE
\$11,512,000

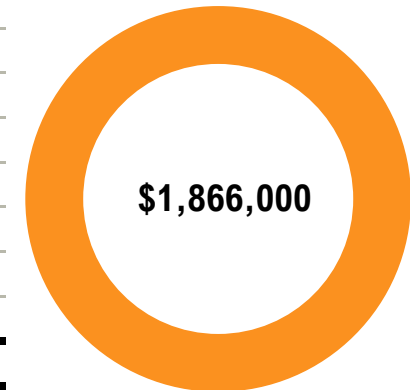
YTD SURPLUS/DEFICIT ALL FUNDS



Fiscal Year Activity

FUND	BEGINNING BALANCE	REVENUES YTD	EXPENSES YTD	TRANSFERS/ OTHER	ENDING BALANCES
Education	\$ 4,689,000	\$ 10,428,000	\$ 8,712,000	-	\$ 6,405,000
Operations and Maintenance	708,000	946,000	873,000	-	781,000
Bond and Interest	862,000	1,245,000	1,085,000	-	1,022,000
Transportation	377,000	500,000	426,000	-	451,000
IMRF/SS	189,000	367,000	332,000	-	224,000
Capital Projects	2,011,000	7,000	1,594,000	-	424,000
Working Cash	197,000	3,000	-	2,000,000	2,200,000
Tort Immunity	5,000	-	-	-	5,000
Health/Life Safety	9,000	-	9,000	-	-
Total All Funds	\$ 9,047,000	\$ 13,496,000	\$ 13,031,000	\$ 2,000,000	\$ 11,512,000
Total Operating Funds	\$ 5,971,000	\$ 11,877,000	\$ 10,011,000	\$ 2,000,000	\$ 9,837,000

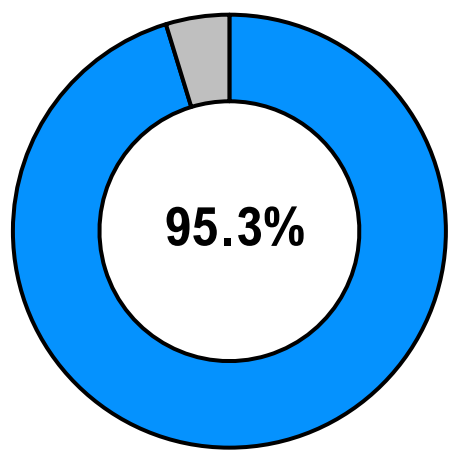
YTD SURPLUS/DEFICIT OPERATING FUNDS



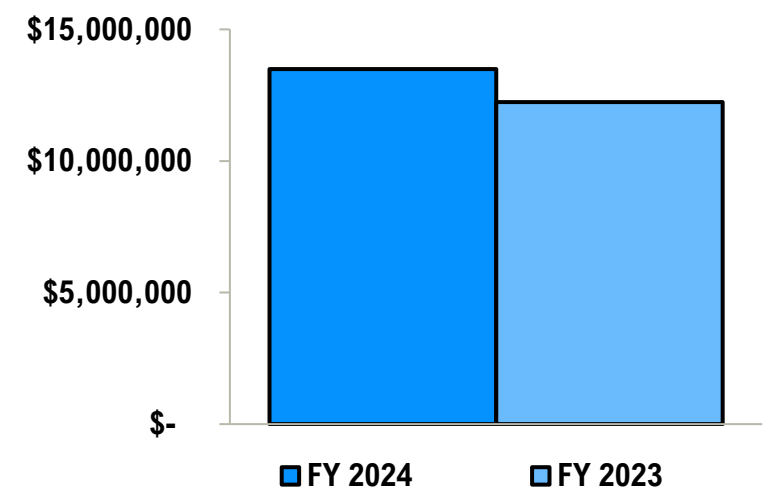
Per ISBE, the four operating funds of a school district are the Educational, Operations & Maintenance, Transportation and Working Cash Funds. These are the primary funds used by ISBE to assess a school district's financial strength.

Revenue Report (All Funds Summary) - May 2024

% OF BUDGETED REVENUES RECEIVED YTD



TOTAL MONTHLY REVENUES
\$296,000
TOTAL REVENUES - YTD
\$13,496,000
TOTAL BUDGETED REVENUES
\$14,167,000



May 2024 Revenues (Current Year)

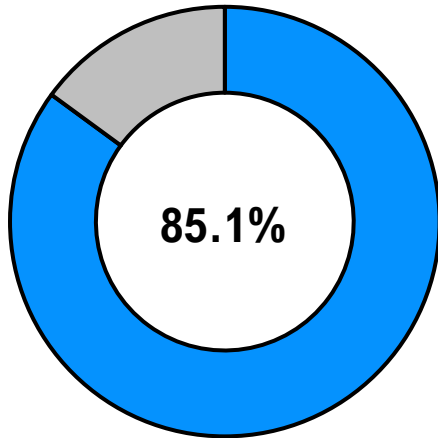
SOURCE	MONTH	YTD	BUDGET	YTD % OF BUDGET
Real Estate Taxes	\$ 85,000	\$ 10,716,000	\$ 10,829,000	99.0%
Other Local Sources	83,000	434,000	756,000	57.4%
Evidenced Based Funding	56,000	562,000	617,000	91.1%
Other State Sources	60,000	853,000	878,000	97.2%
Federal Sources	12,000	931,000	1,087,000	85.6%
Total	\$ 296,000	\$ 13,496,000	\$ 14,167,000	95.3%

May 2023 Revenues (Prior Year)

SOURCE	MONTH	YTD
Real Estate Taxes	\$ -	\$ 9,855,000
Other Local Sources	122,000	722,000
Evidenced Based Funding	56,000	561,000
Other State Sources	-	241,000
Federal Sources	43,000	861,000
Total	\$ 221,000	\$ 12,240,000

May 2024 YTD VS. May 2023 YTD
+\$1,256,000

% OF BUDGETED EXPENDITURES PAID YTD



TOTAL MONTHLY EXPENSES

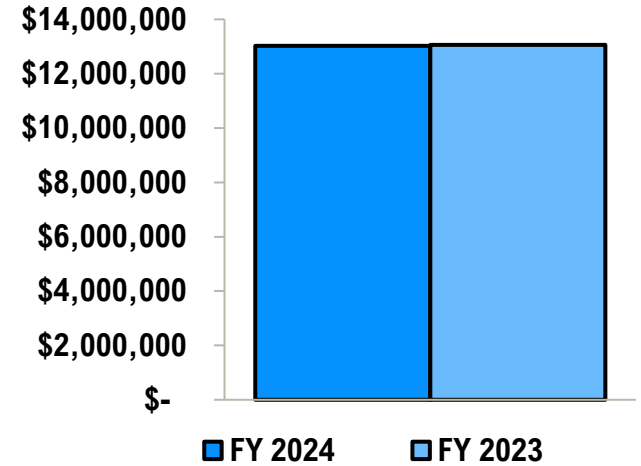
\$1,222,000

TOTAL EXPENSES - YTD

\$13,031,000

TOTAL BUDGETED EXPENSES

\$15,320,000



May 2024 Expenditures (Current Year)

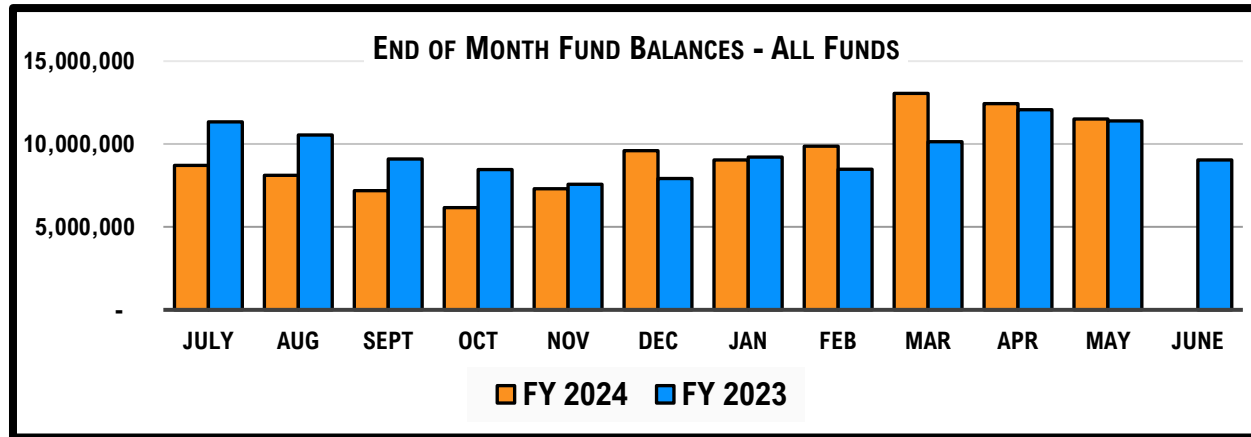
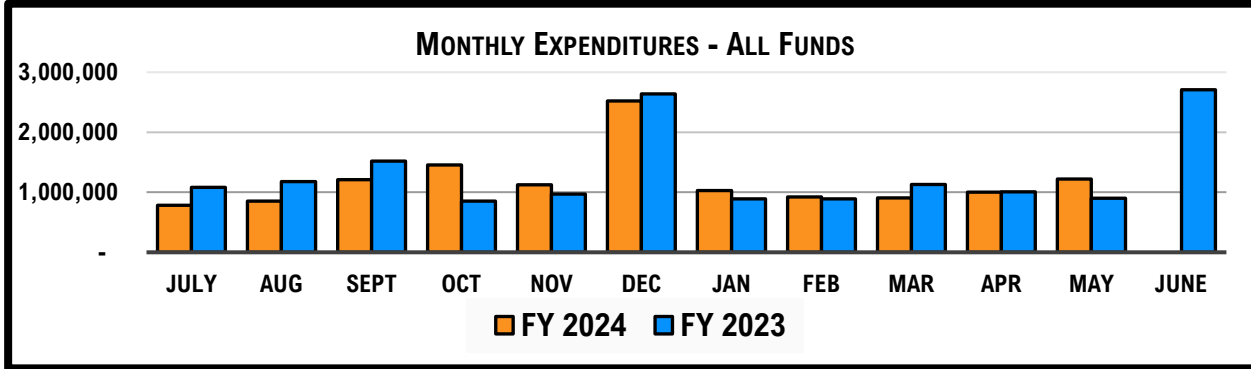
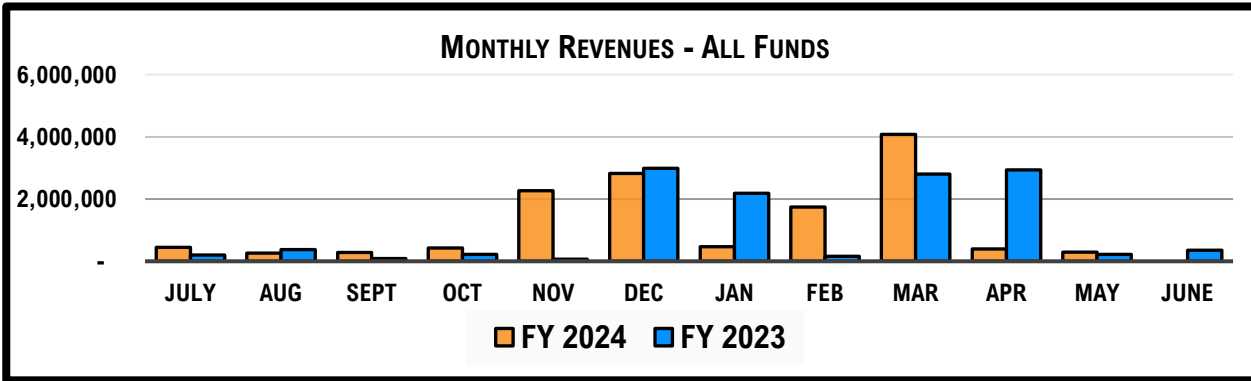
SOURCE	MONTH	YTD	BUDGET	YTD % OF BUDGET
Salaries	\$ 867,000	\$ 6,281,000	\$ 7,464,000	84.2%
Employee Benefits	211,000	1,582,000	1,915,000	82.6%
Purchased Services	64,000	1,259,000	1,621,000	77.7%
Supplies and Materials	44,000	529,000	782,000	67.6%
Capital Outlay	5,000	1,702,000	1,738,000	97.9%
Tuition and Other	30,000	570,000	599,000	95.2%
Non-Capitalized Equip	1,000	23,000	26,000	88.5%
Debt Payments	-	1,085,000	1,175,000	92.3%
Total	\$ 1,222,000	\$ 13,031,000	\$ 15,320,000	85.1%

May 2023 Expenditures (Prior Year)

SOURCE	MONTH	YTD
Salaries	\$ 542,000	\$ 5,878,000
Employee Benefits	133,000	1,524,000
Purchased Services	83,000	1,451,000
Supplies and Materials	52,000	484,000
Capital Outlay	51,000	2,090,000
Tuition and Other	39,000	431,000
Non-Capitalized Equip	-	136,000
Debt Payments	-	1,064,000
Total	\$ 900,000	\$ 13,058,000

May 2024 YTD VS. May 2023 YTD
-\$27,000

Cash Flow Report - May 2024



CURRENT FISCAL YEAR (2024)				
	BEGINNING BALANCE	REVENUE	EXPENSE	ENDING BALANCE
JULY	9,047,000	446,000	781,000	8,712,000
AUG	8,712,000	261,000	851,000	8,122,000
SEPT	8,122,000	282,000	1,211,000	7,193,000
OCT	7,193,000	424,000	1,455,000	6,162,000
NOV	6,162,000	2,269,000	1,127,000	7,304,000
DEC	7,304,000	2,825,000	2,523,000	9,606,000
JAN	9,606,000	471,000	1,030,000	9,047,000
FEB	9,047,000	1,746,000	924,000	9,869,000
MAR	9,869,000	4,083,000	904,000	13,048,000
APR	13,048,000	393,000	1,003,000	12,438,000
MAY	12,438,000	296,000	1,222,000	11,512,000
JUNE				

PRIOR FISCAL YEAR (2023)				
	BEGINNING BALANCE	REVENUE	EXPENSE	ENDING BALANCE
JULY	12,216,000	206,000	1,082,000	11,340,000
AUG	11,340,000	376,000	1,176,000	10,540,000
SEPT	10,540,000	84,000	1,521,000	9,103,000
OCT	9,103,000	222,000	855,000	8,470,000
NOV	8,470,000	71,000	968,000	7,573,000
DEC	7,573,000	2,984,000	2,638,000	7,919,000
JAN	7,919,000	2,182,000	888,000	9,213,000
FEB	9,213,000	156,000	890,000	8,479,000
MAR	8,479,000	2,799,000	1,131,000	10,147,000
APR	10,147,000	2,939,000	1,009,000	12,077,000
MAY	12,077,000	221,000	900,000	11,398,000
JUNE	11,398,000	354,000	2,705,000	9,047,000

Statement of Revenues and Expenses

Palos Heights School District 128

May 2024



Statement of Revenue by Fund

	Current Year Budget	Current Month	Current YTD	Budget Remaining	% of Budget Remaining	% of Budget Collected
Educational Fund						
Local Sources	8,710,000	141,000	8,388,000	322,000	3.7%	96.3%
State Sources	1,191,000	79,000	1,109,000	82,000	6.9%	93.1%
Federal Sources	1,087,000	12,000	931,000	156,000	14.4%	85.6%
Total Education Fund	10,988,000	232,000	10,428,000	560,000	5.1%	94.9%
Operations and Maintenance Fund						
Local Sources	864,000	7,000	834,000	30,000	3.5%	96.5%
State Sources	113,000	38,000	113,000	-	0.0%	100.0%
Total O&M Fund	977,000	45,000	947,000	30,000	3.1%	96.9%
Debt Service Fund						
Local Sources	1,245,000	10,000	1,245,000	-	0.0%	100.0%
Total Debt Service Fund	1,245,000	10,000	1,245,000	-	0.0%	100.0%
Transportation Fund						
Local Sources	329,000	2,000	306,000	23,000	7.0%	93.0%
State Sources	192,000	-	193,000	(1,000)	-0.5%	100.5%
Total Transportation Fund	521,000	2,000	499,000	22,000	4.2%	95.8%
IMRF Fund						
Local Sources	379,000	7,000	367,000	12,000	3.2%	96.8%
Total IMRF Fund	379,000	7,000	367,000	12,000	3.2%	96.8%
Capital Projects Fund						
Local Sources	50,000	-	7,000	43,000	86.0%	14.0%
Total Capital Projects Fund	50,000	-	7,000	43,000	86.0%	14.0%
Working Cash Fund						
Local Sources	5,000	-	3,000	2,000	40.0%	60.0%
Total Working Cash Fund	5,000	-	3,000	2,000	40.0%	60.0%
Fire Prevention and Safety Fund						
Local Sources	2,000	-	-	2,000	100.0%	0.0%
Total Fire Prev. and Safety Fund	2,000	-	-	2,000	100.0%	0.0%
GRAND TOTAL - ALL FUNDS	14,167,000	296,000	13,496,000	671,000	4.7%	95.3%

Statement of Expenses by Fund

	Current Year Budget	Current Month	Current YTD	Budget Remaining	% of Budget Remaining	% of Budget Utilized
Educational Fund						
Salaries	7,083,000	823,000	5,931,000	1,152,000	16.3%	83.7%
Benefits	1,434,000	155,000	1,170,000	264,000	18.4%	81.6%
Purchased Services	828,000	19,000	634,000	194,000	23.4%	76.6%
Supplies	571,000	33,000	353,000	218,000	38.2%	61.8%
Capital Outlay	36,000	5,000	30,000	6,000	16.7%	83.3%
Other Objects	599,000	30,000	570,000	29,000	4.8%	95.2%
Non-Capitalized Equipment	21,000	1,000	23,000	(2,000)	-9.5%	109.5%
Total Education Fund	10,572,000	1,066,000	8,711,000	1,861,000	17.6%	82.4%
Operations and Maintenance Fund						
Salaries	357,000	41,000	326,000	31,000	8.7%	91.3%
Benefits	84,000	10,000	78,000	6,000	7.1%	92.9%
Purchased Services	142,000	1,000	184,000	(42,000)	-29.6%	129.6%
Supplies	211,000	12,000	176,000	35,000	16.6%	83.4%
Capital Outlay	138,000	-	108,000	30,000	21.7%	78.3%
Non-Capitalized Equipment	5,000	-	1,000	4,000	N/A	N/A
Total O&M Fund	937,000	64,000	873,000	64,000	6.8%	93.2%
Debt Service Fund						
Other Objects	1,175,000	-	1,085,000	90,000	7.7%	92.3%
Total Education Fund	1,175,000	-	1,085,000	90,000	7.7%	92.3%
Transportation Fund						
Salaries	24,000	3,000	23,000	1,000	4.2%	95.8%
Benefits	1,000	-	2,000	(1,000)	-100.0%	200.0%
Purchased Services	586,000	44,000	402,000	184,000	31.4%	68.6%
Total Transportation Fund	611,000	47,000	427,000	184,000	30.1%	69.9%
IMRF/SS Fund						
Benefits	396,000	45,000	332,000	64,000	16.2%	83.8%
Total IMRF Fund	396,000	45,000	332,000	64,000	16.2%	83.8%
Capital Projects Fund						
Purchased Services	65,000	-	39,000	26,000	N/A	N/A
Capital Outlay	1,555,000	-	1,555,000	-	0.0%	100.0%
Total Capital Projects Fund	1,620,000	-	1,594,000	26,000	1.6%	98.4%
Life Safety Fund						
Purchased Services	9,000	-	9,000	-	0.0%	100.0%
Total Life Safety Fund	9,000	-	9,000	-	0.0%	100.0%
GRAND TOTAL - ALL FUNDS	15,320,000	1,222,000	13,031,000	2,289,000	14.9%	85.1%