

# Regular Meeting

Thursday, June 26, 2025 6:00 PM

NTDSE Administrative Center, 8701 Menard Ave, Morton Grove, IL 60053

## 1. CALL TO ORDER / ROLL CALL - (6:00 p.m.)

### GOVERNING BOARD

District 67  
Katie Leslie  
Sterbenc (Alt.)

District 68  
Jill Scheer / Jeffrey

District 69  
Mark Chao / Fernanda Perez (Alt.)  
Popielarczyk (Alt.)

District 70  
Pamela Alper / Claudia

District 71  
Matt Holbrook / Joe Kuffel (Alt.)  
Estera Tomuta (Alt.)

District 72  
Jacqueline Bujdei /

District 73  
Frank Santoro / Atanu Das (Alt.)  
Jacobs (Alt.)

District 73.5  
Karen Chan / Elana

District 74  
John Vranas / Elissa Rosenberg (Alt.)

### ADMINISTRATIVE TEAM MEMBERS

Tarin Kendrick  
Kathy Gavin  
Candice Hartranft  
Christine Perry  
Sheila Arad  
Joy Singh  
Christina Dimas

## 2. PLEDGE OF ALLEGIANCE

## 3. AUDIENCE TO VISITORS

## 4. PRESENTATION

Infinitec Video

## 5. GOVERING BOARD COMMITTEES

1. Finance Committee
2. Policy Committee
3. CFC Committee

## 6. APPROVAL OF CONSENT AGENDA

Recommended motion: I recommend that the Governing Board approve the Consent Agenda, which includes the Open Session Minutes of May 22, 2025, the Behavior Interventions Committee Minutes of May 29, 2025, the Personnel Report, the ESY Personnel Report, and the Accounts Payable report for May 31, 2025.

6.A. Open Session Minutes of May 22, 2025

6.B. Behavior Interventions Committee Minutes of May 29, 2025

6.C. Personnel Report

6.D. ESY Personnel Report (Molloy & Satellite)

6.E. Accounts Payable Report

**7. ADMINISTRATIVE REPORTS**

7.A. Executive Director: Tarin Kendrick

7.B. Director's Report: Candice Hartranft

7.C. Principal's Report: Chris Perry

7.D. Supervisor's Report: Sheila Arad

7.E. Technology Report: Joy Singh

**8. BOARD COMMITTEE REPORTS**

8.A. Finance/Facilities Report: Kathy Gavin

8.B. Policy Report

8.C. Collaborative for Curriculum (CFC) Report

**9. INFORMATION/DISCUSSION ITEMS**

9.A. Fund Balance Committee

9.B. First Reading of PRESS Policies Issue 118,  
April 2025  
**2:260** Uniform Grievance Procedure; **2:265** Title IX  
Grievance Procedure; **4:15** Identify Protection;  
**4:80** Accounting and Audits; **4:120** Food Services;  
**5:10** Equal Employment Opportunity and Minority  
Recruitment; **5:20** Workplace Harassment  
Prohibites; **5:60** Expenses; **5:100** Staff  
Development Program; **6:150** Home and Hospital  
Instruction; **6:235** Access to Electronic Networks;  
**7:10** Equal Educational Opportunities; **7:20**  
Harassment of Students Prohibited; **7:50** School  
Admissions, and Student Transfer To and From Non-  
District Schools; **7:60** Residence; **7:70** Attendance  
and Truancy; **7:180** Prevention of and Response to  
Bullying, Intimidation, and Harassment; **7:185**  
Teen Dating Violence Prohibited; **7:190** Student  
Behavior; **7:200** Suspension Procedures; **7:210**  
Expulsion Procedures; **7:250** Student Support  
Services; **7:255** Students Who are Parents,  
Expectant Parents, or Victims of Domestic or  
Sexual Violence; **7:270** Administering Medicines to  
Students; **7:310** Restrictions on Publications;  
Elementary Schools; **7:340** Student Records; **8:30**  
Visitors to and Conduct on School Property

**10. ACTION ITEMS**

10.A. CLIC Renewal Recommended motion: I recommend that the Governing Board approve the workers' compensation, property/casualty, and cyber insurance coverages through CLIC (Collective Liability Insurance Cooperative) from July 1, 2025 - June 30, 2026.

10.B. Policy 2:150 - Committees  
Recommended motion: I recommend that the Governing Board approve the amended NTDSE Board policy 2:150- Committees.

10.C. Executive Director's Compensation  
Recommended motion: I recommend that the Governing Board approve a \_\_\_\_% increase for the Executive Director for the 2025-2026 school year and a \_\_\_\_% performance bonus for the 2024-2025 school year.

10.D. Transfer of Funds  
Recommended motion: I recommend that the Governing Board approve the transfer of funds in the amount of \$200,000 from Fund 12 to Fund 10.

11. **COMMUNICATIONS: Tarin Kendrick**

11.A. Student Enrollment Data

11.B. FOIA Report

12. **ADJOURNMENT**

Recommended motion: I recommend adjourning the meeting of the Governing Board.

13. **CALENDAR NOTES**

July 16, 2025 - New Governing Board Member Orientation

August 27, 2025 - Finance Committee Meeting - 5:00 P.M. - NTDSE Administrative Center

August 27, 2025 - Governing Board Meeting - 6:00 P.M. - NTDSE Administrative Center

# MEMORANDUM

GBM 6-26-25  
Consent Agenda  
Item 6.D.

To: Tarin Kendrick

From: Candice Hartranft, Heather Lane, Marie Sheedy

Date: 5/28/25

Subject: **RECOMMENDATION FOR EMPLOYMENT – ESY 2025**

I would like to recommend that the following individuals be employed for the 2025 ESY session for the Molloy and Satellite (Rutledge Hall) programs.

First Name	Last Name	ESY Assigned Location	ESY Assigned Role	Pay
Fouzia	Abbas	Satellite	Paraprofessional	\$25.00
Khawla	Abu Alkheir	Satellite	Paraprofessional	\$25.00
Angelina (Lyna)	Acevedo	Satellite	Paraprofessional	\$20.00
Timothy	Aguila	Satellite	Teacher	\$51.00
Bibizahra	Ahmadzai	Satellite	Paraprofessional	\$25.00
Umaima	Ahmed	Molloy	Paraprofessional	\$25.00
Syeda	Akhter	Molloy	Paraprofessional	\$25.00
Hiba	Al sayed	Satellite	Paraprofessional	\$25.00
Olga	Alfaro	Satellite	Teacher	\$51.00
Tamarah	Alhashimi	Satellite	Paraprofessional	\$25.00
Marium	Ali	Satellite	Paraprofessional	\$20.00
Hadeel	Alkarkoukly	Molloy	Paraprofessional	\$25.00
Sarah	Alshareefi	Molloy	Paraprofessional	\$25.00
Manar	Alzaeem	Satellite	Paraprofessional	\$25.00
Ghotai	Arghandiwal	Satellite	Paraprofessional	\$25.00
Miriam	Arocho	Satellite	Paraprofessional	\$34.45
Fadya	Atif	Molloy	Paraprofessional	\$25.00
Sahar	Azar	Molloy	Paraprofessional	\$20.00
Matt	Bajkowski	Molloy	Teacher	\$51.00
Samantha	Balourdous	Molloy	Paraprofessional	\$20.00
Fehmina	Banu	Satellite	Paraprofessional	\$25.00
Samantha	Bersson	Satellite	Teacher	\$51.00
Holly	Bowman	Satellite	Paraprofessional	\$25.00
Kristy	Bryant	Satellite	Teacher	\$51.00
Raana	Butt	Satellite	Paraprofessional	\$25.00

Angela	Caldwell	Molloy	Paraprofessional	\$25.00
Karrina	Campos	Satellite	Nurse	\$51.00
Emily	Cardona	Satellite	Paraprofessional	\$25.00
Emma	Carney	Molloy	Teacher	\$51.00
Abby	Carpenter	Satellite	Teacher	\$51.00
Joy	Chang	Molloy/Satellite	Related Service-IVT	\$51.00
Amber	Chiquini	Molloy	Paraprofessional	\$25.00
Daren	Chiquini	Molloy	Paraprofessional	\$25.00
Marsil	Chlimoun	Satellite	Paraprofessional	\$25.00
Nicole	Christie	Satellite	Related Service-Coach	\$51.00
Andrea	Christoforou	Molloy	Related Service-SLP	\$51.00
Sophie	Cohn	Molloy	Paraprofessional	\$20.00
Katie	Colianne	Satellite	Teacher	\$51.00
Mara	Collard	Molloy	Related Service - MT	\$51.00
Nicole	Condrey	Satellite	Teacher	\$51.00
Julie	Cruz	Satellite	Related Service-Coach	\$51.00
Maricela	Cuellar	Satellite	Paraprofessional	\$25.00
Jeanne	Cushing	Molloy	Teacher	\$51.00
Iwona	Czarkowski	Satellite	Paraprofessional	\$25.00
Brooke	Dahm	Molloy	Teacher	\$51.00
Avery	Davis	Molloy	Paraprofessional	\$25.00
Carly	Deditz	Satellite	Related Service-SLP	\$51.00
Reese	Dekker	Satellite	Teacher	\$51.00
Punita	Desai	Satellite	Paraprofessional	\$25.00
Alfiah	Dhaigham	Molloy	Paraprofessional	\$25.00
Marisa	Dilorenzo	Satellite	Teacher	\$51.00
Natalie	DiMaria	Satellite	Principal	\$51.00
Melodee	DiMaria	Molloy	Related Service-PT	\$51.00
Laura	Dounis	Molloy	Paraprofessional	\$20.00
Renee	Drase	Molloy	Teacher	\$51.00
Vicky	Echevarria	Molloy	Paraprofessional	\$25.00
Shannon	Egan	Molloy	Teacher	\$51.00
Susan	Emerick	Satellite	Paraprofessional	\$25.00
Lori	Eslick	Satellite	Teacher	\$51.00
Gabriel	Estrada	Molloy	Paraprofessional	\$25.00
Deema	Farooq	Satellite	Paraprofessional	\$20.00
Hayden	Ferrigno	Satellite	Teacher	\$51.00

Lisa	Fischer	Satellite	Nurse	\$51.00
Kokob	Fissahaye	Satellite	Paraprofessional	\$25.00
Laura	Fletcher	Satellite	Paraprofessional	\$25.00
Claudio	Flores	Molloy	Related Service - SW	\$51.00
Nate	Flynn	Molloy	Paraprofessional	\$25.00
Andrew	Forlow	Satellite	Paraprofessional	\$25.00
Oscar	Frampton	Molloy	Paraprofessional	\$20.00
Tracey	Friedlander	Molloy	DHH Itinerant	\$51.00
Alexandra	Galanopoulos	Satellite	Teacher	\$51.00
Alison	Garcia/Kool	Satellite	Teacher	\$51.00
Sophia	George	Molloy	Teacher	\$51.00
Kristy	Getty	Molloy	Related Service-OT	\$51.00
Pat	Gillespie	Molloy	Teacher	\$51.00
Quintin	Goltz	Molloy	Paraprofessional	\$25.00
Katie	Graf	Satellite	Teacher	\$51.00
Ariana	Greco	Satellite	Paraprofessional	\$25.00
Michele	Green	Satellite	Paraprofessional	\$33.36
Claire	Greynolds	Molloy	Paraprofessional	\$25.00
Amy	Grmusich	Molloy	Teacher	\$51.00
Arianna	Guerrero	Satellite	Paraprofessional	\$25.00
Rozan	Haji Abdo	Molloy	Paraprofessional	\$25.00
Khamaal	Halal	Satellite	Paraprofessional	\$25.00
Lisa	Hanonik	Molloy	Paraprofessional	\$25.00
Danielle	Harris	Satellite	Paraprofessional	\$25.00
Jenna	Hartnett	Molloy/Satellite	Related Service-IVT	\$51.00
Grace	Hay	Molloy	Teacher	\$51.00
Patricia	Hayes	Satellite	Paraprofessional	\$25.00
Benjamin	Heichman	Satellite	Paraprofessional	\$25.00
Kristine	Hernandez	Satellite	Teacher	\$51.00
Laura	Hernandez	Satellite	Paraprofessional	\$25.00
Peyton	Hicks	Satellite	Teacher	\$51.00
Faith	Hincapie	Molloy	Teacher	\$51.00
Charles	Hopson	Molloy	Paraprofessional	\$25.00
Melissa	Hughes Smith	Satellite	Paraprofessional	\$25.00
TiErika	Hunt	Satellite	Paraprofessional	\$25.00
Syeda	Hussaini	Satellite	Paraprofessional	\$25.00
Ethan	Huynh	Satellite	Paraprofessional	\$20.00

Janet	Ibrahim	Molloy	Paraprofessional	\$25.00
May	Ibrahim	Satellite	Paraprofessional	\$25.00
Tiffany	Jacob	Satellite	Related Service-SLP	\$51.00
Jaclyn	Jaime	Satellite	Principal	\$51.00
Anjelica	Jaime	Satellite	Paraprofessional	\$20.00
Chloe	Jao	Satellite	Teacher	\$51.00
Mumal	Javed	Molloy	Paraprofessional	\$25.00
Naila	Javed	Molloy	Paraprofessional	\$25.00
Chloe	Jones	Molloy	Teacher	\$51.00
Brittany	Jurasz	Molloy	Teacher	\$51.00
Chris	Kalliantasis	Molloy	Paraprofessional	\$20.00
Christine	Kenning	Molloy	Related Service-SW/Coach	\$51.00
Julie	Kenning	Molloy	Paraprofessional	\$25.00
Hasson	Khalil	Molloy	Paraprofessional	\$25.00
Aisha	Khanzada	Satellite	Paraprofessional	\$25.00
Dima	Khiyo	Satellite	Paraprofessional	\$25.00
Aliean	Khnefs	Molloy	Paraprofessional	\$20.00
Diane	Kim	Satellite	Teacher	\$51.00
Young	Kim	Satellite	Paraprofessional	\$25.00
Alanna	Kish	Satellite	Paraprofessional	\$25.00
Amanoil	Korel	Satellite	Paraprofessional	\$25.00
Dannie	Kray	Satellite	Teacher	\$51.00
Krista	Lafferty	Molloy	Related Service-SLP	\$51.00
Heather	Lane	Satellite	Principal	\$51.00
Jacqueline	Langbein	Molloy	Paraprofessional	\$20.00
Morgan	Leno	Molloy	Paraprofessional	\$25.00
Asia	Ling	Molloy	Paraprofessional	\$20.00
Jennifer	Londberg	Molloy	Teacher	\$51.00
Rowena	Lopez	Satellite	Paraprofessional	\$25.00
Nicole	LoRusso	Satellite	Paraprofessional	\$25.00
Patrick	Madden	Molloy	Paraprofessional	\$25.00
Claire	Magoc	Molloy	Paraprofessional	\$25.00
Josephine	Malinowski	Molloy	Paraprofessional	\$25.00
Evelyn	Malliaras	Molloy	Related Service-OT	\$51.00
Esmeralda	Marin	Satellite	Paraprofessional	\$25.00
Maria	Massouh	Molloy	Paraprofessional	\$25.00
Vivian	Medrano	Satellite	Related Service-OTA	\$29.75

Elizabeth	Melvin	Satellite	Paraprofessional	\$25.00
Megan	Meredith	Satellite	Related Service-SW	\$51.00
Talitha	Miller	Molloy	Paraprofessional	\$25.00
Heather	Milligan	Satellite	Related Service-OT	\$51.00
Megan	Millon	Molloy	Paraprofessional	\$25.00
Sharon	Millon	Satellite	Paraprofessional	\$25.00
Nathaniel	Mills	Satellite	Paraprofessional	\$25.57
Essence	Mitchell	Molloy	Paraprofessional	\$20.00
Sean	Molloy	Molloy	Paraprofessional	\$25.00
Hannah	Morris	219	Related Service-OT	\$51.00
Livia	Mullaney	Molloy	Paraprofessional	\$20.00
Geetha	Nair	Molloy	Paraprofessional	\$25.00
Casey	Nakawatase Robinson	Molloy	Teacher	\$51.00
Tom	Nakic	Satellite	Paraprofessional	\$25.00
Sophie	Nasby	Satellite	Paraprofessional	\$20.00
Farhana	Nasreen	Satellite	Paraprofessional	\$25.00
Elizabeth	Natale	Molloy	Paraprofessional	\$20.00
Erin	Neary	Satellite	Teacher	\$51.00
Jessie	Nimz-Johns	Molloy	Nurse	\$51.00
Maya	Nimz-Johns	Molloy	Paraprofessional	\$25.00
Kim	O'Connor	Molloy	Teacher	\$51.00
Danielle	O'Gara	Satellite	Related Service-SLP	\$51.00
Kailey	O'Neil	Satellite	Paraprofessional	\$20.00
Megan	Occhino	Satellite	Related Service-SW	\$51.00
Laila	Oda	Satellite	Paraprofessional	\$25.00
Mashid (Mary)	Pakdel	Satellite	Paraprofessional	\$25.00
Savannah	Pakosta	Satellite	Paraprofessional	\$25.00
Eun Sun	Park-Simpson	Molloy	Teacher	\$51.00
Olivia	Pasko	Molloy	Teacher	\$51.00
Farhin	Patel	Molloy	Paraprofessional	\$20.00
Mehzabin	Patel	Satellite	Paraprofessional	\$25.00
Katherine	Pekler	Satellite	Teacher	\$51.00
Esther	Penner	Satellite	Teacher	\$51.00
Patty	Perez	Satellite	Teacher	\$51.00
Theresa	Persaud-Abas	Molloy	Teacher	\$51.00
Dana	Phelan	Satellite	DHH Interpreter	\$39.55

Chamiqua	Phillips	Satellite	Paraprofessional	\$25.00
Jaclyn	Pink	Satellite	Teacher	\$51.00
Kayleigh	Plach	Satellite	Paraprofessional	\$25.00
Teri	Queen	Molloy	Teacher	\$51.00
Hiba	Rabia	Molloy	Paraprofessional	\$25.00
Kate	Rasmussen	Molloy	Teacher	\$51.00
Sydney	Ratliff	Satellite	Teacher	\$51.00
Diane	Rivera	Molloy	Paraprofessional	\$25.00
Katie	Rossmann	Satellite	Teacher	\$51.00
Amber	Rowley	Molloy	Paraprofessional	\$25.00
Tiffany	Rowley	Molloy	Paraprofessional	\$25.00
Julie	Rudd	Molloy	Nurse	\$51.00
Jaclyn	Russell	Molloy	Teacher	\$51.00
Andrea	Russo	Satellite	Paraprofessional	\$20.00
Leah	Ruttkay	Molloy	Paraprofessional	\$20.00
Amy	Rzeszutko	Satellite	Related Service-SW	\$51.00
Nahrain	Sada	Satellite	Paraprofessional	\$25.00
Shamiran	Sadah	Satellite	Paraprofessional	\$25.00
Amber	Sadoski	Molloy	Related Service-Coach	\$51.00
Pegah	Saeedi	Satellite	Paraprofessional	\$25.00
Sierra	Saleh	Satellite	Paraprofessional	\$25.00
Cindy	Sanchez	Satellite	Teacher	\$51.00
Sharon	Sanfilippo	Satellite	Teacher	\$51.00
Jody	Sansone	Satellite	Paraprofessional	\$35.30
Payge	Sarris	Satellite	Paraprofessional	\$25.00
Saima	Sarwar	Satellite	Paraprofessional	\$25.00
Connor	Schuberth	Satellite	Paraprofessional	\$20.00
Megan	Schumi	Molloy	Teacher	\$51.00
Lori	Scott	Satellite	Paraprofessional	\$25.57
Ban	Shamoel	Satellite	Paraprofessional	\$25.00
Sara	Shapiro	Satellite	Teacher	\$51.00
Isabella (Bella)	Sharkey	Satellite	Paraprofessional	\$20.00
Garima	Sharma	Satellite	Paraprofessional	\$25.00
Marie	Sheedy	Molloy	Principal	\$51.00
Nora	Sheedy	Molloy	Paraprofessional	\$20.00
Maeve	Sheedy	Molloy	Paraprofessional	\$25.00
Carol	Sibri	Satellite	Paraprofessional	\$25.00

Ann	Simkins	Satellite	Paraprofessional	\$25.00
Mary	Simone	Molloy	Paraprofessional	\$25.00
Maria	Simotas	Molloy	Related Service-OT	\$51.00
Amanda	Singer	Satellite	Paraprofessional	\$27.77
Donna	Smith	Satellite	Related Service-OT	\$51.00
Jenna	Soper	Molloy	Paraprofessional	\$25.00
Eileen	Steffel	Molloy	Paraprofessional	\$25.00
Meredith	Stremmel	Satellite	Teacher	\$51.00
Sarah	Sullivan	Satellite	Related Service-SLP	\$51.00
MaryKate	Sullivan	Satellite	Teacher	\$51.00
Maira	Syed	Satellite	Paraprofessional	\$20.00
Elyse	Szymanski	Molloy	Related Service-SLP	\$51.00
Ha	Thai	Molloy	Paraprofessional	\$25.52
Matt	Tomenillie	Satellite	Teacher	\$51.00
Kayla	Trapp	Molloy	Paraprofessional	\$25.00
Enrico	Trino	Satellite	Paraprofessional	\$25.00
Janet	Tsogoo	Satellite	Paraprofessional	\$20.00
Shanique	Turnbull	Satellite	Paraprofessional	\$25.00
Alexis	Tzortzis	Satellite	Paraprofessional	\$20.00
Tony	Valdez	Molloy	Paraprofessional	\$20.00
Keri	Vietti	Satellite	Related Service-PT	\$51.00
Jessica	Wax	Satellite	Paraprofessional	\$25.00
Cheri	Wilcox	Satellite	Paraprofessional	\$30.05
Brittany	Wilson	Molloy	Paraprofessional	\$25.00
Devon	Wright	Molloy	Paraprofessional	\$25.00
Nicole	Wyack	Molloy	Teacher	\$51.00
Josie	Wyack	Molloy	Paraprofessional	\$20.00
Maximilian	Wydanski	Satellite	Paraprofessional	\$20.00
Rachel	Yako	Satellite	Paraprofessional	\$26.02
Lalia	Yaser	Satellite	Paraprofessional	\$25.00
Tanya	Younan	Molloy	Teacher	\$51.00
Aisha	Zaffar	Satellite	Paraprofessional	\$25.00
David	Zaya	Molloy	Paraprofessional	\$25.00
Rose	Zubeck	Molloy	Teacher	\$51.00

**NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION (NTDSE)  
BILLS PAYABLE – EFFECTIVE June 26, 2025**

The following amounts reflect totals from May 1, 2025, through  
May 31, 2025

Instructional Expenditures	Fund 00	\$319,030.92
Physical Plant	Fund 02	\$11,447.34
Fee for Service	Fund 04	\$11,627.74
Membership	Fund 07	\$87,007.96
Technical/Prof Development	Fund 08	\$2,013.52
Medicaid	Fund 12	\$18,330.61
Improvement of Instruction	Fund 14	\$6,489.25
Operations & Maintenance	Fund 20	\$121,695.06
	<b>TOTAL</b>	<b>\$577,642.40</b>

The undersigned hereby certify that the amount shown above is a true and correct list of bills payable, approved, and ordered paid by the Governing Board, School District #807, Cook County, at a meeting duly called and held on June 26, 2025, in the amount of **\$577,642.40**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1255

05/01/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
NATIONAL SEATING AND MOBILITY		10.0.2130.404.00.0000.00 Check #: 8070027801	OT Supplies	\$394.42
			Vendor Total:	\$394.42
OCCUPATIONAL HEALTH CENTERS		10.0.2130.300.00.0000.00 Check #: 8070027802	Health SVC – Contracted OT for sub coverage	\$171.00
			Vendor Total:	\$171.00
SOUL GOOD COFFEE LLC		10.0.2410.400.00.0000.00 Check #: 8070027803	Principal Office–supplies–I	\$1,500.00
			Vendor Total:	\$1,500.00
			Grand Total:	\$2,065.42

End of Report

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
AHW LLC		10.0.2540.323.02.0000.00 Check #: 8070027804	Contracted repairs/maintenance-PP	\$385.23
			Vendor Total:	\$385.23
APPLE	10220	12.0.1201.400.12.0000.68 Check #: 8070027805	Medicaid Supplies-MCD-D68	\$2,531.97
		12.0.1201.400.12.0000.73 Check #: 8070027805	Instructional Supplies - MCD - D73	\$707.99
			Vendor Total:	\$3,239.96
CHRISTIE, NICOLE M		10.0.1201.332.04.0000.00 Check #: 8070027806	Instructional - travel - FFS - non grant	\$16.59
			Vendor Total:	\$16.59
COMPASS HEALTH CENTER NORTHBROOK		10.0.1201.300.00.0000.00 Check #: 8070027807	Instructional - contracted services	\$1,050.00
			Vendor Total:	\$1,050.00
CONTOUR LANDSCAPING, INC.		10.0.2540.307.00.0000.00 Check #: 8070027808	Landscaping	\$672.80
		10.0.2540.307.02.0000.00 Check #: 8070027808	Landscaping - PP	\$168.20
			Vendor Total:	\$841.00
CUSTOM PRINT GRAPHICS		10.0.2410.400.00.0000.00 Check #: 8070027809	Principal Office-supplies-I	\$3,664.50
			Vendor Total:	\$3,664.50
ELAN FINANCIAL SERVICES*		10.0.1201.400.00.0000.00 Check #: 8070027810	Supplies and Materials - I	\$274.00

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.300.02.0000.00 Check #: 8070027810	Physical Plant – contracted svc – PP	\$217.65
		10.0.2540.400.00.0000.00 Check #: 8070027810	Physical Plant supplies – I	\$18.97
		10.0.2540.404.02.0000.00 Check #: 8070027810	Supplies pool – PP	\$117.86
		10.0.2540.464.02.0000.00 Check #: 8070027810	Truck gas & Supplies – PP	\$176.56
			Vendor Total:	\$805.04
ENGIE RESOURCES LLC		10.0.2540.460.02.0000.00 Check #: 8070027811	Electric – PP	\$2,101.85
		12.0.2540.460.12.0000.99 Check #: 8070027811	Utility – Electric	\$8,407.40
			Vendor Total:	\$10,509.25
FORMATIVE PSYCHOLOGICAL SERVICES		10.0.2140.300.00.0000.00 Check #: 8070027812	Psych Services – Contracted – I	\$6,900.00
			Vendor Total:	\$6,900.00
GARVEY'S OFFICE PRODUCTS	96215	10.0.2210.491.14.0000.00 Check #: 8070027813	PD Supplies	\$90.69
		10.0.2540.400.00.0000.00 Check #: 8070027813	Physical Plant supplies – I	\$132.15
			Vendor Total:	\$222.84
GHA TECHNOLOGIES INC		10.0.2660.300.08.0000.00 Check #: 8070027814	Tech–contracted svc–TPD	\$1,512.64
			Vendor Total:	\$1,512.64
GRAFTON INTEGRATED HEALTH NETWORK		10.0.2210.312.14.0000.00 Check #: 8070027815	Improv of Instruction–Trainings–non grant	\$2,341.10

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$2,341.10
GRAYBAR FINANCIAL SERVICES, LLC		12.0.2410.340.12.0000.99 Check #: 8070027816	VOIP phones	\$1,945.12
			Vendor Total:	\$1,945.12
GRINEN, CRYSTLE K		10.0.2130.332.04.0000.00 Check #: 8070027817	Health Svcs. - Travel - FFS	\$36.68
			Vendor Total:	\$36.68
GROOT, INC		10.0.2540.321.00.0000.00 Check #: 8070027818	Phys Plant-Sanitation Svc-I	\$543.84
		10.0.2540.321.02.0000.00 Check #: 8070027818	Phys Plant-Sanitation Svc-PP	\$135.96
			Vendor Total:	\$679.80
IASA		10.0.2210.310.14.0000.00 Check #: 8070027819	Improv of Instruction - Membership Dues - NG	\$150.00
			Vendor Total:	\$150.00
MAUPIN, COLLEEN W		10.0.2130.332.04.0000.00 Check #: 8070027820	Health Svcs. - Travel - FFS	\$25.48
			Vendor Total:	\$25.48
MEREDITH, MEGAN E		10.0.2140.332.00.0000.00 Check #: 8070027821	IN-DISTRICT TRAVEL	\$78.75
			Vendor Total:	\$78.75
MIKOLAJCZYK, THOMAS		10.0.1201.332.00.0000.00 Check #: 8070027822	TRAVEL/MEETING EXPENSES	\$149.94
			Vendor Total:	\$149.94

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
NATIONAL ASSOC OF SCHOOL PSYCHOLOGISTS		10.0.2210.312.14.0000.00 Check #: 8070027823	Improv of Instruction-Trainings-non grant	\$450.00
			Vendor Total:	\$450.00
NET56		12.0.2660.300.12.0000.99 Check #: 8070027824	Data management	\$595.00
			Vendor Total:	\$595.00
NICHOLAS & ASSOCIATES, INC		60.0.2530.530.20.0000.11 Check #: 8070027825	CM fees - Pod 4	\$24,450.00
			Vendor Total:	\$24,450.00
NILES TOWNSHIP DISTRICT FOR SPECIAL EDUC 57806		10.0.1201.421.00.0000.00 Check #: 8070027826	Community Experience-I	\$3,000.00
			Vendor Total:	\$3,000.00
NILES TOWNSHIP SCHOOL TREASURER		10.0.2311.310.07.0000.00 Check #: 8070027827	Treasurer Office non grant	\$72,650.00
			Vendor Total:	\$72,650.00
O'MALLEY, KYLE A		10.0.2540.340.02.0000.00 Check #: 8070027828	Contracted communication vsc - PP	\$100.00
			Vendor Total:	\$100.00
OLENICZAK, ERIN		10.0.2130.300.04.0000.00 Check #: 8070027829	Healtyh Svc - contracted svc - FFS	\$400.00
			Vendor Total:	\$400.00
PIKES SYSTEMS, INC.				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.400.00.0000.00 Check #: 8070027830	Physical Plant supplies - I	\$386.74
		10.0.2540.400.02.0000.00 Check #: 8070027830	Supplies - PP	\$96.69
			Vendor Total:	\$483.43
PIONEER PRESS	62400	10.0.3700.350.04.0000.00 Check #: 8070027831	Non-public-advert-FFS	\$131.79
			Vendor Total:	\$131.79
PMA LEASING, INC.		12.0.1201.326.12.0000.99 Check #: 8070027832	copiers	\$992.22
			Vendor Total:	\$992.22
PREMISTAR-NORTH		10.0.2540.324.02.0000.00 Check #: 8070027833	HVAC-PP	\$1,312.00
			Vendor Total:	\$1,312.00
PRINT-XPRESS		10.0.2410.400.00.0000.00 Check #: 8070027834	Principal Office-supplies-I	\$225.00
			Vendor Total:	\$225.00
PROCARE THERAPY INC		10.0.1201.300.04.0000.00 Check #: 8070027835	Instruction - contracted svc	\$855.00
			Vendor Total:	\$855.00
RODRIGUEZ, MARIA CRISTINA		10.0.2130.332.00.0000.00 Check #: 8070027836	Health Svc-Travel-I	\$26.60
			Vendor Total:	\$26.60
RYCHENER-HOBSON, MARLY		10.0.1201.332.00.0000.00 Check #: 8070027837	TRAVEL/MEETING EXPENSES	\$67.06

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$67.06
SENIOR, ALEX R		10.0.1201.412.00.0000.00 Check #: 8070027838	PE supplies-I	\$59.48
			Vendor Total:	\$59.48
SENTINEL		12.0.2660.300.12.0000.99 Check #: 8070027839	Data management	\$690.00
			Vendor Total:	\$690.00
SMITHEREEN COMPANY	91750	10.0.2540.320.00.0000.00 Check #: 8070027840	Property Services-I	\$75.20
		10.0.2540.320.02.0000.00 Check #: 8070027840	Property Services-PP	\$18.80
			Vendor Total:	\$94.00
SOLOKO, KARLEE		10.0.2140.332.00.0000.00 Check #: 8070027841	IN-DISTRICT TRAVEL	\$19.60
			Vendor Total:	\$19.60
STAPLES		10.0.1201.400.00.0000.00 Check #: 8070027842	Supplies and Materials - I	\$365.52
			Vendor Total:	\$365.52
STEPHAN-FEINSOT, LESLEY D		10.0.2150.332.00.0000.00 Check #: 8070027843	Speech services - I - non grant travel	\$27.44
			Vendor Total:	\$27.44
SWANSON, THOMAS		10.0.1201.332.00.0000.00 Check #: 8070027844	TRAVEL/MEETING EXPENSES	\$83.02
			Vendor Total:	\$83.02

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1256

05/06/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
THOMAS, TEMPE H		10.0.2150.332.00.0000.00 Check #: 8070027845	Speech services – I – non grant travel	\$22.12
			Vendor Total:	\$22.12
VERIZON WIRELESS	15386	10.0.2410.340.00.0000.00 Check #: 8070027846	Princ Office–phone-I	\$3.50
			Vendor Total:	\$3.50
VIETTI, KERI		10.0.2130.332.04.0000.00 Check #: 8070027847	Health Svcs. – Travel – FFS	\$67.97
			Vendor Total:	\$67.97
VISION SERVICE PLAN (IL)	100260	10.0.2321.225.07.0000.00 Check #: 8070027848	Vision Insurance – M	\$212.74
			Vendor Total:	\$212.74
WELLS FARGO VENDOR FINANCIAL SER, LLC		12.0.1201.326.12.0000.99 Check #: 8070027849	copiers	\$361.84
			Vendor Total:	\$361.84
WYMA, JESSICA		10.0.1201.332.04.0000.00 Check #: 8070027850	Instructional – travel – FFS – non grant	\$115.99
			Vendor Total:	\$115.99
			Grand Total:	\$142,415.24

End of Report

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
AGUILA, TIMOTHY N		10.0.1201.332.00.0000.00 Check #: 8070027857	TRAVEL/MEETING EXPENSES	\$192.43
			Vendor Total:	\$192.43
AT&T	15376	10.0.2660.300.08.0000.00 Check #: 8070027858	Tech-contracted svc-TPD	\$41.88
			Vendor Total:	\$41.88
BESETZNY, JEANNE O		10.0.1201.332.00.0000.00 Check #: 8070027859	TRAVEL/MEETING EXPENSES	\$37.73
			Vendor Total:	\$37.73
BLOOM, AJ D		10.0.1201.332.00.0000.00 Check #: 8070027860	TRAVEL/MEETING EXPENSES	\$84.91
			Vendor Total:	\$84.91
CHANDANI, HEERA		10.0.2150.300.00.0000.00 Check #: 8070027861	Speech contracted services - I	\$3,937.50
			Vendor Total:	\$3,937.50
CHICAGO TRIBUNE	25752	10.0.3700.350.04.0000.00 Check #: 8070027862	Non-public-advert-FFS	\$11.45
			Vendor Total:	\$11.45
CITI CARDS		10.0.1201.120.00.0000.00 Check #: 8070027863	Non Pool Daily Cert sub	\$49.70
		10.0.1201.400.00.0000.00 Check #: 8070027863	Supplies and Materials - I	\$1,456.84
		10.0.1201.400.00.0000.24 Check #: 8070027863	Tech instructional	\$187.51

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.407.00.0000.00 Check #: 8070027863	Vision supplies	\$16.59
		10.0.1201.412.00.0000.00 Check #: 8070027863	PE supplies-I	\$8.49
		10.0.1201.435.00.0000.00 Check #: 8070027863	Fieldtrips and outings-I	\$36.52
		10.0.1600.400.04.1322.25 Check #: 8070027863	ESY 2025 supplies	\$36.66
		10.0.2130.404.00.0000.00 Check #: 8070027863	OT Supplies	\$31.49
		10.0.2210.400.14.0000.00 Check #: 8070027863	Improv of Instr-supplies	\$215.20
		10.0.2311.490.07.0000.00 Check #: 8070027863	Board Svcs - misc supplies - M	\$49.95
		10.0.2410.400.00.0000.00 Check #: 8070027863	Principal Office-supplies-I	\$356.10
		10.0.2520.400.00.0000.00 Check #: 8070027863	Business Office supplies - I	\$29.69
		10.0.2540.400.00.0000.00 Check #: 8070027863	Physical Plant supplies - I	\$10.18
		10.0.2540.400.02.0000.00 Check #: 8070027863	Supplies - PP	\$37.97
		12.0.1201.400.12.0000.68 Check #: 8070027863	Medicaid Supplies-MCD-D68	\$157.16
		12.0.1201.400.12.0000.73 Check #: 8070027863	Instructional Supplies - MCD - D73	\$38.92
		12.0.1201.500.12.0000.00 Check #: 8070027863	Capital outlay - MDC	\$1,195.00
			Vendor Total:	\$3,913.97
COLLARD, MARA L		10.0.1201.332.00.0000.00 Check #: 8070027864	TRAVEL/MEETING EXPENSES	\$54.04
			Vendor Total:	\$54.04

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
CRUZ, JULIENNE		10.0.1201.332.00.0000.00 Check #: 8070027865	TRAVEL/MEETING EXPENSES	\$187.46
		10.0.2410.400.00.0000.00 Check #: 8070027865	Principal Office-supplies-I	\$43.75
			Vendor Total:	\$231.21
DONOHOE, SIOBHAN L		10.0.2130.332.00.0000.00 Check #: 8070027866	Health Svc-Travel-I	\$37.24
			Vendor Total:	\$37.24
DUPAGE FEDERATION		10.0.1201.390.04.0000.00 Check #: 8070027867	Interpreter svc - FFS	\$476.90
			Vendor Total:	\$476.90
EFAX CORPORATION		10.0.2410.340.00.0000.00 Check #: 8070027868	Princ Office-phone-I	\$34.45
			Vendor Total:	\$34.45
FORMATIVE PSYCHOLOGICAL SERVICES		10.0.2140.300.00.0000.00 Check #: 8070027869	Psych Services - Contracted - I	\$4,400.00
			Vendor Total:	\$4,400.00
FOX VALLEY FIRE AND SAFETY		10.0.2540.300.02.0000.00 Check #: 8070027870	Physical Plant - contracted svc - PP	\$689.00
			Vendor Total:	\$689.00
GARVEY'S OFFICE PRODUCTS	96215	10.0.2540.400.00.0000.00 Check #: 8070027871	Physical Plant supplies - I	\$240.44
		10.0.2540.400.02.0000.00 Check #: 8070027871	Supplies - PP	\$60.11
			Vendor Total:	\$300.55

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
GETTY, KRISTINA K		10.0.2130.332.00.0000.00 Check #: 8070027872	Health Svc-Travel-I	\$14.56
			Vendor Total:	\$14.56
GHA TECHNOLOGIES INC		10.0.1201.400.00.0000.24 Check #: 8070027873	Tech instructional	\$22,021.53
		10.0.1201.541.00.0000.24 Check #: 8070027873	Inst c/o - I TECH	\$62,534.20
			Vendor Total:	\$84,555.73
GRAINGER		10.0.2540.400.00.0000.00 Check #: 8070027874	Physical Plant supplies - I	\$76.60
			Vendor Total:	\$76.60
GURI, MATILDA		10.0.2130.332.00.0000.00 Check #: 8070027875	Health Svc-Travel-I	\$17.92
			Vendor Total:	\$17.92
HAMLINK, SUSAN M		10.0.1201.332.00.0000.00 Check #: 8070027876	TRAVEL/MEETING EXPENSES	\$85.82
			Vendor Total:	\$85.82
HERFF JONES, INC.		10.0.2410.400.00.0000.00 Check #: 8070027877	Principal Office-supplies-I	\$49.57
			Vendor Total:	\$49.57
ILLINOIS STATE POLICE	20010	10.0.2311.300.07.0000.00 Check #: 8070027878	Board services- contracted svcs. M	\$500.00
			Vendor Total:	\$500.00
KOWALSKI, RONALD J				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.332.00.0000.00 Check #: 8070027879	TRAVEL/MEETING EXPENSES	\$167.16
			Vendor Total:	\$167.16
LAFFERTY, KRISTA R		10.0.2150.332.04.0000.00 Check #: 8070027880	FEE FOR SERVICES	\$33.74
			Vendor Total:	\$33.74
MAUPIN, COLLEEN W		10.0.1201.332.04.0000.00 Check #: 8070027881	Instructional - travel - FFS - non grant	\$24.64
			Vendor Total:	\$24.64
MORRIS, HANNAH		10.0.2130.332.00.0000.00 Check #: 8070027882	Health Svc-Travel-I	\$38.15
			Vendor Total:	\$38.15
NIMZ-JOHNS, JESSIE M		10.0.2130.332.00.0000.00 Check #: 8070027883	Health Svc-Travel-I	\$96.26
			Vendor Total:	\$96.26
O'GARA, DANIELLE L		10.0.2150.332.00.0000.00 Check #: 8070027884	Speech services - I - non grant travel	\$20.37
			Vendor Total:	\$20.37
OCCHINO, MEGAN L		10.0.2140.332.00.0000.00 Check #: 8070027885	IN-DISTRICT TRAVEL	\$19.60
			Vendor Total:	\$19.60
OCCUPATIONAL HEALTH CENTERS		10.0.2130.300.00.0000.00 Check #: 8070027886	Health SVC - Contracted OT for sub coverage	\$171.00
			Vendor Total:	\$171.00

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
OLENICZAK, ERIN		10.0.2130.300.00.0000.00 Check #: 8070027887	Health SVC – Contracted OT for sub coverage	\$7,125.00
			Vendor Total:	\$7,125.00
PENDLETON, ELLEN D		10.0.2130.332.04.0000.00 Check #: 8070027888	Health Svcs. – Travel – FFS	\$165.62
			Vendor Total:	\$165.62
PIKES SYSTEMS, INC.		10.0.2540.400.00.0000.00 Check #: 8070027889	Physical Plant supplies – I	\$367.70
		10.0.2540.400.02.0000.00 Check #: 8070027889	Supplies – PP	\$91.93
			Vendor Total:	\$459.63
PREMISTAR-NORTH		10.0.2540.324.02.0000.00 Check #: 8070027890	HVAC-PP	\$3,151.82
			Vendor Total:	\$3,151.82
PROCARE THERAPY INC		10.0.1201.300.00.0000.00 Check #: 8070027891	Instructional – contracted services	\$900.00
			Vendor Total:	\$900.00
ROBBINS SCHWARTZ	86420	10.0.2311.318.07.0000.00 Check #: 8070027892	Legal Services – M	\$3,356.00
			Vendor Total:	\$3,356.00
ROSENBERG, RENEE		10.0.2150.300.04.0000.00 Check #: 8070027893	Contracted SLP services	\$4,275.00
			Vendor Total:	\$4,275.00
RYCHENER-HOBSON, MARLY				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1269

05/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2210.338.14.0000.00 Check #: 8070027894	Improv of Instructn-conf expenses	\$874.00
			Vendor Total:	\$874.00
SADA, NAHRAIN		10.0.2410.400.00.0000.00 Check #: 8070027895	Principal Office-supplies-I	\$262.55
			Vendor Total:	\$262.55
SCANLON, SOPHIE A		10.0.2150.332.00.0000.00 Check #: 8070027896	Speech services - I - non grant travel	\$28.70
			Vendor Total:	\$28.70
SENIOR, ALEX R		10.0.1201.332.00.0000.00 Check #: 8070027897	TRAVEL/MEETING EXPENSES	\$154.28
			Vendor Total:	\$154.28
SMITH, KRISTIN		10.0.2410.400.00.0000.00 Check #: 8070027898	Principal Office-supplies-I	\$119.40
			Vendor Total:	\$119.40
TANK IT EASY		10.0.2540.300.02.0000.00 Check #: 8070027899	Physical Plant - contracted svc - PP	\$162.00
			Vendor Total:	\$162.00
TEACHING STRATEGIES	95330	10.0.1201.400.00.0000.00 Check #: 8070027900	Supplies and Materials - I	\$810.00
			Vendor Total:	\$810.00
VAN ACKER, MICHELLE L		10.0.2210.338.14.0000.00 Check #: 8070027901	Improv of Instructn-conf expenses	\$144.00
			Vendor Total:	\$144.00

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

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Vendor Remit Name	Vendor #	Account	Description	Amount
VIETTI, KERI		10.0.2130.332.04.0000.00 Check #: 8070027902	Health Svcs. - Travel - FFS	\$84.77
			Vendor Total:	\$84.77
VILLAGE OF MORTON GROVE*		10.0.2540.370.00.0000.00 Check #: 8070027903	Water / Sewer - I	\$591.60
		10.0.2540.370.02.0000.00 Check #: 8070027903	Water / Sewer - PP	\$147.90
			Vendor Total:	\$739.50
WARD, COLLEEN E		10.0.2210.338.14.0000.00 Check #: 8070027904	Improv of Instructn-conf expenses	\$412.16
			Vendor Total:	\$412.16
WEX HEALTH, INC.		10.0.1201.225.00.0000.00 Check #: 8070027905	Flex Manangement	\$95.00
			Vendor Total:	\$95.00
WIELGUS-HAGERTY, AMANDA S		10.0.2140.332.00.0000.00 Check #: 8070027906	IN-DISTRICT TRAVEL	\$23.03
			Vendor Total:	\$23.03
WYMA, JESSICA		10.0.1201.332.04.0000.00 Check #: 8070027907	Instructional - travel - FFS - non grant	\$81.97
			Vendor Total:	\$81.97
			Grand Total:	\$123,738.81

End of Report

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1277

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
APPLE	10220	10.0.1201.400.00.0000.24 Check #: 8070027914	Tech instructional	\$26,112.00
		12.0.1201.400.12.0000.69 Check #: 8070027914	D69 Supplies - MCD	\$299.99
			Vendor Total:	\$26,411.99
ARCON		60.0.2530.543.20.0000.13 Check #: 8070027915	Architect/ Prof Svc Phase 4	\$97,245.06
			Vendor Total:	\$97,245.06
BORON, STEPHANIE		10.0.2210.312.14.0000.00 Check #: 8070027916	Improv of Instruction-Trainings-non grant	\$750.00
			Vendor Total:	\$750.00
CHATTERBOX SPEECH THERAPY, LLC		10.0.2150.300.04.0000.00 Check #: 8070027917	Contracted SLP services	\$253.00
			Vendor Total:	\$253.00
CHRISTIE, NICOLE M		10.0.2210.338.14.0000.00 Check #: 8070027918	Improv of Instructn-conf expenses	\$60.00
			Vendor Total:	\$60.00
CRISIS PREVENTION INSTITUTE	28625	10.0.2210.310.14.0000.00 Check #: 8070027919	Improv of Instruction - Membership Dues - NG	\$400.00
			Vendor Total:	\$400.00
ENGIE RESOURCES LLC		10.0.2540.460.00.0000.00 Check #: 8070027920	Electric-I	\$7,188.39
		10.0.2540.460.02.0000.00 Check #: 8070027920	Electric - PP	\$1,797.10
			Vendor Total:	\$8,985.49

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1277

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
FOLLIARD (NORA), BRIDGET M		10.0.2150.332.00.0000.00 Check #: 8070027921	Speech services - I - non grant travel	\$32.76
			Vendor Total:	\$32.76
FUMO, LIANNA		10.0.2130.310.00.0000.00 Check #: 8070027922	Contracted PT	\$9,652.50
			Vendor Total:	\$9,652.50
GARVEY'S OFFICE PRODUCTS	96215	10.0.1201.400.00.0000.00 Check #: 8070027923	Supplies and Materials - I	\$122.80
		10.0.1600.400.04.1322.25 Check #: 8070027923	ESY 2025 supplies	\$34.78
		10.0.2540.400.02.0000.00 Check #: 8070027923	Supplies - PP	\$199.95
			Vendor Total:	\$357.53
GHA TECHNOLOGIES INC		10.0.1201.400.00.0000.24 Check #: 8070027924	Tech instructional	\$0.00
		10.0.1201.541.00.0000.24 Check #: 8070027924	Inst c/o - I TECH	\$5,348.30
			Vendor Total:	\$5,348.30
ILLINOIS ASSOCIATION OF SCHOOL BOARDS	42739	10.0.2311.300.07.0000.00 Check #: 8070027925	Board services- contracted svcs. M	\$7,657.50
			Vendor Total:	\$7,657.50
INDEPENDENT LIVING AIDS, LLC		10.0.1201.407.00.0000.00 Check #: 8070027926	Vision supplies	\$15.65
			Vendor Total:	\$15.65
KENDRICK, TARIN LEIGH				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1277

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.230.00.0000.99 Check #: 8070027927	Non CBA Tuition reimbursement	\$4,370.00
			Vendor Total:	\$4,370.00
LANE, HEATHER		10.0.1201.230.00.0000.99 Check #: 8070027928	Non CBA Tuition reimbursement	\$3,560.00
			Vendor Total:	\$3,560.00
NICOR GAS	14840	10.0.2540.460.00.0000.00 Check #: 8070027929	Electric-I	\$591.32
		10.0.2540.465.02.0000.00 Check #: 8070027929	Natural Gas - PP	\$147.80
			Vendor Total:	\$739.12
PIKES SYSTEMS, INC.		10.0.2540.400.02.0000.00 Check #: 8070027930	Supplies - PP	\$20.01
			Vendor Total:	\$20.01
PROCARE THERAPY INC		10.0.1201.300.00.0000.00 Check #: 8070027931	Instructional - contracted services	\$1,440.00
			Vendor Total:	\$1,440.00
QUADIENT LEASING USA, INC		10.0.2410.341.00.0000.00 Check #: 8070027932	Postage-I	\$475.38
			Vendor Total:	\$475.38
RELIANCE STANDARD LIFE INSURANCE		10.0.1201.234.00.0000.00 Check #: 8070027933	LTD Insurance	\$3,720.35
			Vendor Total:	\$3,720.35
ROSENBERG, RENEE		10.0.2150.300.00.0000.00 Check #: 8070027934	Speech contracted services - I	\$4,725.00

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1277

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$4,725.00
SENTINEL		10.0.2660.300.08.0000.00 Check #: 8070027935	Tech-contracted svc-TPD	\$459.00
			Vendor Total:	\$459.00
SKOKIE SCHOOL DISTRICT 68	88530	10.0.1201.491.04.0000.00 Check #: 8070027936	Lunch Supplies - FFS	\$4,499.71
			Vendor Total:	\$4,499.71
SpectrumVoIP		10.0.2410.340.00.0000.00 Check #: 8070027937	Princ Office-phone-I	\$523.95
			Vendor Total:	\$523.95
STEPHAN-FEINSOT, LESLEY D		10.0.2150.332.00.0000.00 Check #: 8070027938	Speech services - I - non grant travel	\$18.13
			Vendor Total:	\$18.13
TAYLOR PLUMBING INC		10.0.2540.300.02.0000.00 Check #: 8070027939	Physical Plant - contracted svc - PP	\$110.95
			Vendor Total:	\$110.95
VERIFENT		10.0.2311.300.07.0000.00 Check #: 8070027940	Board services- contracted svcs. M	\$500.00
			Vendor Total:	\$500.00
			Grand Total:	\$182,331.38

End of Report

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1279

05/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
APPLE	10220	12.0.1201.400.12.0000.69 Check #: 8070027941	D69 Supplies – MCD	\$408.00
			Vendor Total:	\$408.00
CARDMEMBER SERVICES	16971	10.0.1201.400.00.0000.00 Check #: 8070027942	Supplies and Materials – I	(\$254.98)
		10.0.1201.435.00.0000.00 Check #: 8070027942	Fieldtrips and outings–I	\$1,241.49
		10.0.2210.312.14.0000.00 Check #: 8070027942	Improv of Instruction–Trainings–non grant	\$120.00
		10.0.2311.300.07.0000.00 Check #: 8070027942	Board services– contracted svcs. M	\$1,808.25
		10.0.2311.490.07.0000.00 Check #: 8070027942	Board Svcs – misc supplies – M	\$60.78
		10.0.2410.341.00.0000.00 Check #: 8070027942	Postage–I	\$20.45
			Vendor Total:	\$2,995.99
COWHEY, ERIKA K		10.0.1201.332.00.0000.00 Check #: 8070027943	TRAVEL/MEETING EXPENSES	\$27.72
			Vendor Total:	\$27.72
FOLLIARD (NORA), BRIDGET M		10.0.2150.400.00.0000.00 Check #: 8070027944	Speech–supplies–I	\$8.75
			Vendor Total:	\$8.75
KINGSWAY HOME HEALTH SERVICES INC		10.0.2130.314.00.0000.00 Check #: 8070027945	Contracted 1:1 nurse	\$5,081.25
			Vendor Total:	\$5,081.25
LEARNING FORWARD				

**Niles Township District for Special Education #807**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1279

05/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.400.00.0000.00 Check #: 8070027946	Supplies and Materials - I	\$75.00
			Vendor Total:	\$75.00
LINCOLNWOOD SCHOOL DIST. 74	49690	10.0.1201.325.00.0000.00 Check #: 8070027947	Classroom Rentals - I	\$71,600.00
			Vendor Total:	\$71,600.00
MORTON GROVE SCHOOL DISTRICT 70	54300	10.0.1201.325.00.0000.00 Check #: 8070027948	Classroom Rentals - I	\$30,800.00
			Vendor Total:	\$30,800.00
PIKULA, REBECCA A		10.0.2210.338.14.0000.00 Check #: 8070027949	Improv of Instructn-conf expenses	\$482.10
			Vendor Total:	\$482.10
SCHOOL DISTRICT 67	99999	10.0.1201.325.00.0000.00 Check #: 8070027950	Classroom Rentals - I	\$15,400.00
			Vendor Total:	\$15,400.00
VISION SERVICE PLAN (IL)	100260	10.0.2321.225.07.0000.00 Check #: 8070027951	Vision Insurance - M	\$212.74
			Vendor Total:	\$212.74
			Grand Total:	\$127,091.55

End of Report

Niles Township District for Special Education #807  
Statement of Revenues, Expenditures and Fund Balance  
For the Period Ending May 31, 2025

**Cash General Fund Balance as of July 1, 2024** \$ 7,220,848

**Revenues:**

LOCAL

From Member Districts	\$	16,864,013
From Non-Member Districts	\$	3,886,972
Other Grants / Donations	\$	23,029
Interest	\$	228,734
Purchased Services	\$	172,423
ESY	\$	656,589
Medicaid FB Transfer	\$	-

STATE Evidence Based Funding	\$	843,760
Special Ed Transportation	\$	45,110

FEDERAL ESSER	\$	4,200
DCEO	\$	-

**TOTAL REVENUE** \$ 22,724,831

**Expenditures:** \$ 19,090,728

All funds

**TOTAL EXPENDITURES** \$ 19,090,728

Excess of Revenue over Expenditures \$ 3,634,103

**TRANSFER TO FUND 30** \$ (322,162)

**General Fund Balance as of May 31, 2025** \$ 10,532,789 \*

\* Fund 10 balance noted above as of 5-31-2025 does not include \$5,781,712 in obligated Medicaid funds or \$1,656,176 in Fund 60 which is committed for construction only.

**Niles Township District for Special Education #807**

**Fund Balances**

Fiscal Year: 2024-2025

Month: May  
Year: 2025  
Fund Type:

Include Cash Balance  
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$7,220,848.32	\$22,724,831.48	(\$19,090,728.01)	(\$322,162.22)	\$10,532,789.57
12	MEDICAID	\$4,810,859.66	\$1,611,660.49	(\$640,807.63)	\$0.00	\$5,781,712.52
20	OPERATIONS & MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	DEBT SERVICE	(\$322,162.22)	\$381,700.00	(\$341,300.00)	\$322,162.22	\$40,400.00
40	TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60	CAPITAL PROJECTS	\$2,111,015.33	\$50,000.00	(\$504,839.25)	\$0.00	\$1,656,176.08
70	WORKING CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
99	STUDENT ACTIVITIES	\$17,455.32	\$19,038.62	(\$9,399.71)	\$0.00	\$27,094.23
Grand Total:		\$13,838,016.41	\$24,787,230.59	(\$20,587,074.60)	\$0.00	\$18,038,172.40

End of Report



**NTDSE**  
Empowering All To Achieve

**Niles Township District for Special Education #807**  
Cook County Districts 67, 68, 69, 70, 71, 72, 73, 73-5, 74

6-18-2025

TO: Tarin Kendrick

FROM: Kathy Gavin

RE: NTDSE Fund Balance Committee

The NTDSE Fund Balance Committee met on June 11, 2025, to review NTDSE's FY 24 audit and financial reports that were completed by the District's independent auditing firm of Lauterbach and Amen in January 2025. The Committee also reviewed the FY 25 cash flow to date, which included projected revenues and expenditures for the remainder of the current fiscal year. Per NTDSE's Articles of Agreement, a majority of member districts must be present at this annual meeting. 7 of the 9 member districts were present. The Articles state that the purpose of the Committee is *"to determine if the General Fund balance is appropriate to meet the needs of NTDSE and/or if any funds should be returned to the Member Districts and, if so, the amount of such funds to be returned to the Member Districts"*.

The following materials were distributed for the attendees' review:

- FY 24 NTDSE - Financial Report - MD&A
- FY 25 Cash Flow Summary
- Statement of Revenues, Expenditures, and Fund Balance report as of 5-31-25.
- Molloy Renovation bid recap sheet December 2024

Based on the recommendation of the Fund Balance Committee from May 2018 through June 2024, the NTDSE Governing Board approved a total of 8.2 MIL to be set aside into a separate fund (Fund 60). These funds were restricted and were only to be used to pay for costs associated with the Molloy Renovation Project.

Financial information related to the continued renovation at the south end of the building, scheduled to begin in July 2025, was also shared with the Committee. To date, NTDSE has received 2 MIL for this renovation through the Department of Commerce and Economic Opportunity (DCEO) and will receive an additional 150K from DCEO after the renovation's completion in August 2025.

After discussion and review of the financial information outlined above, the Fund Balance Committee recommends that there will not be a return of funds to member districts in FY 25 and feels NTDSE has an appropriate amount of cash on hand to meet the District's financial needs.

Thank you.

FY 25	NTDSE MONTHLY CASH FLOW FOR FY 25												IVEE OBLIGATED	ACTUAL	PROJECTIONS	Total FY 25
	General Fund															
	JULY 1ST	AUGUST 1ST	SEPT 1ST	OCT 1ST	NOV 1ST	DEC 1ST	JAN 1ST	FEB 1ST	MARCH 1ST	APRIL 1ST	MAY 1ST	JUNE 1ST				
<b>BEG BALANCE</b>	\$ 7,220,848	\$ 6,718,317	\$ 6,004,239	\$ 7,342,786	\$ 6,419,088	\$ 7,812,846	\$ 11,649,770	\$ 9,581,389	\$ 7,900,480	\$ 6,760,577	\$ 5,093,167	\$10,532,789	\$	7,220,848		
<b>REVENUE</b>													<b>ESTIMATED</b>	<b>PROJECTED</b>		
Tuition-member	\$ -	\$ 13,000	\$ 52,802	\$ -	\$ 3,129,414	\$ 5,489,341	\$ 370,767	\$ -	\$ -	\$ 22,120	\$ 7,808,689	\$ 1,200,000	\$	18,086,133		
Tuition - OOD	\$ -	\$ 70,838	\$ 2,956,512	\$ 726,802	\$ -	\$ 70,838	\$ -	\$ -	\$ -	\$ -	\$ 61,982	\$ -	\$	3,886,972		
Purchased Svc.	\$ 24,226	\$ 38,844	\$ 31,696	\$ -	\$ 2,971	\$ -	\$ -	\$ 750	\$ 12,743	\$ 300	\$ 22,498	\$ 100,000	\$	234,027		
Local	\$ 21,326	\$ 20,950	\$ 20,318	\$ 41,859	\$ 20,212	\$ 22,674	\$ 29,932	\$ 26,600	\$ 24,223	\$ -	\$ 1,195	\$ 25,000	\$	254,288		
ESY	\$ -	\$ 25,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 529,038	\$ 125,366	\$ 2,185	\$ -	\$	681,841		
EBF	\$ -	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$ 84,376	\$	928,136		
ESSER	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	4,200		
SE Transportation	\$ -	\$ -	\$ -	\$ 15,297	\$ -	\$ -	\$ 14,907	\$ -	\$ -	\$ 14,906		\$ -	\$	45,110		
CIT GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,500	\$ -	\$ 12,500	\$	26,000		
MEDICAID FB JE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$	200,000		
<b>TOTAL REVENUE</b>	<b>\$ 45,552</b>	<b>\$ 253,259</b>	<b>\$ 3,145,704</b>	<b>\$ 868,334</b>	<b>\$ 3,241,173</b>	<b>\$ 5,667,230</b>	<b>\$ 499,982</b>	<b>\$ 111,726</b>	<b>\$ 650,380</b>	<b>\$ 260,569</b>	<b>\$ 7,980,925</b>	<b>\$ 1,621,876</b>	\$	24,346,707		
<b>EXPENDITURES</b>																
Salaries	\$ 262,442	\$ 802,668	\$ 1,345,071	\$ 1,369,475	\$ 1,360,316	\$ 1,358,630	\$ 2,024,596	\$ 1,365,711	\$ 1,358,274	\$ 1,428,195	\$ 1,421,834	\$ 3,329,783	\$	17,426,995		
Benefits	\$ 42,549	\$ 87,218	\$ 361,666	\$ 358,933	\$ 367,255	\$ 364,573	\$ 416,032	\$ 361,120	\$ 362,896	\$ 367,966	\$ 365,272	\$ 740,511	\$	4,195,991		
Accounts Payable	\$ 243,093	\$ 77,451	\$ 100,421	\$ 63,623	\$ 119,845	\$ 107,102	\$ 127,735	\$ 65,803	\$ 69,112	\$ 131,819	\$ 432,033	\$ 600,000	\$	2,138,035		
Transfer											\$ 322,162		\$	322,162		
<b>TOTAL EXPENDITURES</b>	<b>\$ 548,083</b>	<b>\$ 967,336</b>	<b>\$ 1,807,158</b>	<b>\$ 1,792,031</b>	<b>\$ 1,847,415</b>	<b>\$ 1,830,305</b>	<b>\$ 2,568,363</b>	<b>\$ 1,792,635</b>	<b>\$ 1,790,282</b>	<b>\$ 1,927,979</b>	<b>\$ 2,541,302</b>	<b>\$ 4,670,293</b>	\$	24,083,184		
<b>ENDING FUND BALANCE</b>	<b>\$ 6,718,317</b>	<b>\$ 6,004,239</b>	<b>\$ 7,342,786</b>	<b>\$ 6,419,088</b>	<b>\$ 7,812,846</b>	<b>\$ 11,649,770</b>	<b>\$ 9,581,389</b>	<b>\$ 7,900,480</b>	<b>\$ 6,760,577</b>	<b>\$ 5,093,167</b>	<b>\$ 10,532,789</b>	<b>\$ 7,484,372</b>	\$	7,484,372		
												6/30/2025				

YR 25 ESTIMATED ENDING BALANCE ESTIMATED	\$ 7,484,372
AVERAGE MONTHLY EXPENDITURES	1.87 MIL
FY25 FUND 60	\$ -
BALANCE	7,484,372

# PRESS

## Policy Reference Education Subscription Service

ISSUE 118

April 2025

### Update Memo

Please distribute to board members and appropriate staff.

#### Contents

Instructions..... p. 1

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Revisions to Policies, Administrative Procedures, and Exhibits (numerical table) ..... p. 7

Next Issue: Summer Five-Year Reviews

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and PRESS Editor, [djacobson@iasb.com](mailto:djacobson@iasb.com); Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant PRESS Editor, [jduffy@iasb.com](mailto:jduffy@iasb.com); Maryam Brotine, Associate General Counsel and Assistant PRESS Editor, [mbrotine@iasb.com](mailto:mbrotine@iasb.com); or Megan Mikhail, Assistant General Counsel and Assistant PRESS Editor, [mmikhail@iasb.com](mailto:mmikhail@iasb.com).

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

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

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

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

For answers to common questions about using PRESS, see Q&A: Getting the Most Out of Your PRESS Subscription, now available on IASB's website.

For answers to common questions about using PRESS, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

#### Online Instructions

Please follow these four easy steps to log in to PRESS:

- Go to [www.iasb.com](http://www.iasb.com) and click on the  button on the top navigation.
- Enter your email address and password.
    - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from [info@iasb.com](mailto:info@iasb.com), if you do not see it in your email inbox.
    - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
    - If you continue to have difficulty signing on to [www.iasb.com](http://www.iasb.com), please contact Michael Ifkovits at [mifkovits@iasb.com](mailto:mifkovits@iasb.com).
  - Click the  button on the top navigator bar. This will bring you to your account page
  - Under "My Account Links," click on "PRESS Login."

#### PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, PRESS Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the Revisions to Policies, Administrative Procedures, and Exhibits table beginning on p. 7.

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

Have feedback on PRESS materials?

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

## Title IX Reversion to 2020 Regulations

On January 9, 2025, in the case State of Tennessee v. Cardona, the U.S. District Court in the Eastern District of Kentucky (Court) struck down the 2024 Title IX sex discrimination regulations that went into effect August 1, 2024. The result of this ruling was to restore the 2020 Title IX regulations issued during the first Trump administration. On February 4, 2025, the U.S. Dept. of Education's Office for Civil Rights issued a *Dear Colleague* letter in which it confirmed the 2020 Title IX regulations are in effect and advised schools to immediately reevaluate open Title IX investigations initiated under the 2024 regulations to ensure consistency with the requirements of the 2020 Title IX regulations.

In response to these legal developments, the following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 2:265, Title IX Grievance Procedure – **REWRITTEN**
- 2:265-AP1, Title IX Response – **REWRITTEN**
- 2:265-AP2, Formal Title IX Complaint Grievance Process – **REWRITTEN**
- 2:265-AP3, Title IX Coordinator – **DELETED**
- 2:265-E, Title IX Glossary of Terms – **REWRITTEN**
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:20, Workplace Harassment Prohibited
- 5:100, Staff Development Program
- 7:10, Equal Educational Opportunities
- 7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students
- 7:10-AP2, Accommodating Breastfeeding Students
- 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-E2, Student Handbook Checklist

## Ensuring Success in School Law

The Ensuring Success in School (ESS) Law, Public Act 102-466, effective 7-1-25, creates new School Code Article 26A, *Children and Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Article 26A requires districts to ensure they have policies, procedures, and resources in place to ensure that students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. Specifically, Article 26A requires that at least one staff member in each school building be identified and trained as a resource person for Article 26A Students, and that each district have a complaint resolution procedure to resolve complaints of alleged violations of Article 26A. These requirements are set forth in a new 7:255 policy suite.

## PRESS Terminology

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

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

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

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

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

**Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.**

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

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

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

Please note that since the ESS Law requires an Article 26A Resource Person in each school building, each school will need to have its own version of **NEW** sample administrative procedure, 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, and Victims of Domestic or Sexual Violence*.

The ESS Law also amends the following:

1. 105 ILCS 5/10-22.6, amended by P.A. 102-466, eff. 7-1-25, provides that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence. It also requires that students be allowed to appear with a representative and/or a support person at disciplinary hearings.
2. 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25, requires that home instruction be available for students unable to attend school because of pregnancy-related conditions (previously *pregnancy*), the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.
3. 105 ILCS 5/26-2a, amended by P.A. 102-466, eff. 7-1-25, adds the following as valid causes for student absence: attendance at a verified medical or therapeutic appointment, appointment with a victim services provider, the fulfillment of a parenting responsibility, and addressing circumstances resulting from domestic or sexual violence.
4. 105 ILCS 10/2(f), amended by P.A. 102-466, eff. 7-1-25, provides that a student's temporary records shall include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence.

The following **PRESS** materials are created or updated in response to this law:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 5:100, Staff Development Program
- 6:150, Home and Hospital Instruction
- 7:10, Equal Educational Opportunities
- 7:10-AP2, Accommodating Breastfeeding Students
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:50-AP, School Admissions and Student Transfers To and from Non-District Schools
- 7:60, Residence
- 7:70, Attendance and Truancy
- 7:190-E2, Student Handbook Checklist
- 7:200, Suspension Procedures
- 7:210, Expulsion Procedures
- 7:210-E1, Notice of Expulsion Hearing
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs
- 7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – **NEW**
- 7:255-AP1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – **NEW**
- 7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – **NEW**
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

## Artificial Intelligence

The use of artificial intelligence (AI)-enabled tools in K-12 has become a hot topic nationwide, as schools begin to grapple with how AI can be best utilized to improve instruction, support educators, and reduce administrative burdens. In October 2024, the U.S. Dept. of Education issued a toolkit (Toolkit) to support the safe, ethical, and equitable integration of AI in K-12 schools. Like other technological tools, it is important to keep in mind that boards have many existing board policies that already govern conduct that could involve the use of AI-enabled tools, such as policies addressing equal opportunity for students and employees, staff professional conduct, bullying, and student behavior. In recognition of the increasing role of AI in K-12 education, sample **PRESS** policy 6:325, *Access to Electronic Networks*, is updated to include a new, optional subhead to

address the use of AI-enabled tools. **NEW** sample administrative procedure 6:235-AP3, *Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, provides a framework, based on the Toolkit, to assist districts as they develop their own AI plans and responsible use guidelines that reflect local needs and conditions.

The following **PRESS** materials are updated or created:

- 2:150-AP, Superintendent Committees
- 6:235, Access to Electronic Networks
- 6:235-AP1, Acceptable Use of the District's Electronic Network
- 6:235-AP3, Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines – **NEW**

## Federal Uniform Guidance for Awards

In October 2024, the Office of Management and Budget (OMB) issued final rules to comprehensively update and streamline the OMB *Guidance for Grants and Agreements*, now called the OMB *Guidance for Federal Financial Assistance*, located at 2 C.F.R. Part 200. The final rules are intended to improve federal financial assistance management, transparency, and oversight through more accessible and comprehensible guidance. At the State level, the amended federal rules continue to apply to State grants governed by the Ill. Grant Accountability and Transparency Act.

The following **PRESS** materials are updated in response to this regulatory update:

- 4:15, Identity Protection
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards
- 4:60-AP5, Federal and State Award Procurement Procedures
- 4:80, Accounting and Audits
- 4:80-AP3, Inventory Management for Federal and State Awards

## Sexting

In response to the use of technologies to produce harmful and sexually explicit “deepfakes”, 720 ILCS 5/11-23.7, added by P.A. 103-825, criminalizes the *non-consensual dissemination of sexually explicit digitized depictions*. **PRESS** sample policy 7:190, *Student Behavior*, has been updated to include a definition of the term *sexting*, which incorporates this criminal offense, along with other offenses referenced in sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*.

The following **PRESS** materials are updated:

- 7:190, Student Behavior
- 7:190-AP5, Student Handbook – Electronic Devices
- 7:190-AP6, Guidelines for Investigating Sexting Allegations
- 7:310, Restrictions on Publications; Elementary Schools
- 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools
- 7:315, Restrictions on Publications; High Schools
- 7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools

## 103rd General Assembly Lame Duck Session

During its final lame duck session, the 103rd General Assembly passed bills impacting schools:

1. 105 ILCS 5/2-3.204, added by P.A. 103-1076, requires the Ill. State Board of Education to secure one or more statewide master contracts for Halal and Kosher meals so districts may purchase them, subject to appropriation of funds by the General Assembly.
2. Income Tax Act, 35 ILCS 5/231(b), amended by P.A. 103-1059, extends until 1-1-26, a tax credit for employers that incur qualified expenses on behalf of an apprentice under a registered apprenticeship program.

3. Criminal Code of 2012, 720 ILCS 5/11-9.3, amended by P.A. 103-1071, eff. 7-1-25, amends the definition of *child sex offender* to incorporate changes made to titles of certain prostitution-related offenses.

The following **PRESS** materials are updated in response to this legislation:

- 4:120, Food Services
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 8:30, Visitors to and Conduct on School Property

## PRESS Issue 118 Trivia

378 pages • 166,597 words • 67 PRM materials

## Five-Year Reviews

**PRESS** Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

The following **PRESS** materials are updated:

- 4:170-AP6, E1, School Staff AED Notification Letter
- 5:60, Expenses
- 5:60-AP, Federal and State Grant Travel Expense Procedures
- 5:60-E1, Employee Expense Reimbursement Form
- 5:60-E2, Employee Estimated Expense Approval Form
- 5:170-AP4, Designation of District Millennium Copyright Act (DMCA) Agent; Registration Process

- 7:190-AP2, Student Handbook – Gang Activity Prohibited
- 7:220-AP, Electronic Recordings on School Buses
- 7:325-E, Application and Procedures to Involve Students in Fundraising Activities
- 7:345-AP, E1, Student Covered Information Reporting Form
- 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors
- 7:345-AP, E3, Parent Notification Letter for Student Data Breach
- 8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders
- 8:30-E2, Child Sex Offender’s Request for Permission to Visit School Property

## Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

The following **PRESS** material is updated:

- 7:270, Administering Medicines to Students
- 7:270-AP2, Checklist for District Supply of Undesignated Medication(s)

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

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

**NEW.** This material is brand new to the **PRM**.

**DELETED.** This material has been deleted from the **PRM**.

**RENUMBERED.** This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

**RENAMED.** The title of the material has been amended.

**REWRITTEN.** The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

**REFORMATTED.** Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

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

Topics	Our Response
<p><b>Governor Supports Cell Phone Ban Legislation</b>            During his State on the State Address to the Ill. General Assembly on February 19, 2025, Governor Pritzker announced his support for legislation that would require school boards to adopt policies banning the use of cell phones during instructional time, with certain exceptions. IASB is monitoring the relevant bills on this topic as the spring legislative session progresses.</p>	<p>If new legislation goes into effect, affected <b>PRESS</b> materials, including sample policy 7:190, <i>Student Behavior</i>, will be updated in the fall.</p>
<p><b>Presidential Executive Orders Address K-12 Issues, including Potential Immigration Enforcement in Schools</b>            Since taking office, the President has issued many Executive Orders (EOs), directing various federal agencies to implement his administration’s policy priorities. Several of the EOs may impact K-12 schools, including an EO directed at dismantling the U.S. Dept. of Education and others addressing gender classification, diversity, equity, and inclusion efforts, and immigration enforcement. IASB continues to monitor the actions of the new federal administration, including the U.S. Dept. of Education, for lasting impacts on <b>PRESS</b> materials. Districts with specific questions on the local impacts of these actions should contact their board attorneys for guidance.            Regarding the issue of immigration, the new administration announced a change to a previous federal policy which had limited immigration enforcement authorities from conducting activities at protected areas such as schools. In response to this development, the Ill. School Board of Education issued <a href="#">non-regulatory guidance</a> indicating that districts should work with their board attorneys to develop procedures to follow should immigration authorities seek to gain access to their schools or other records. The Ill. Council of School Attorneys (ICSA) has also updated its guidance document, <i>Guidelines for Interviews of Students at School by Law Enforcement Authorities</i>, to address these issues. The ICSA Guidelines, which are referred to in sample administrative procedure 7:150-AP, <i>Agency and Police Interviews</i>, are available at: <a href="http://www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/">www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/</a>.</p>	<p>No <b>PRESS</b> materials are affected at this time.</p>
<p><b>Cook County Issues Guidance for School Districts on Paid Leave Ordinance</b>            The Cook County Paid Leave Ordinance (Ordinance) became effective for certain school districts within Cook County on 1-1-25. Many districts in Cook County are exempt from the Ordinance because the home-rule municipality in which they are located took official action to opt out from the Ordinance. On 1-10-25, the Cook County Commission on Human Rights issued <a href="#">Paid Leave Guidance for School Districts</a> for those districts affected. Given the scope and complexity of the Ordinance and its implementing regulations, impacted districts should work with their board attorneys to ensure the proper policy and/or procedures are in place.</p>	<p>No <b>PRESS</b> materials are affected.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:150-AP, Superintendent Committees <span style="float: right;">P</span>	The procedure is updated in response to the creation of 6:235-AP3, <i>Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines</i> , and for continuous improvement.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records <span style="float: right;">P</span>	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations;</li> <li>2. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a <i>Ensuring Success in School (ESS) Law</i>, eff. 7-1-25, providing protections for students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students);</li> <li>3. 105 ILCS 5/10-20.84(a), added by P.A. 102-917 and renumbered by P.A. 103-154, requiring districts to post on their websites their local postsecondary and career expectations frameworks; and</li> <li>4. Continuous improvement.</li> </ol>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure <span style="float: right;">✓</span> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 10px auto; display: flex; align-items: center; justify-content: center;">OK</div>	The policy and footnotes are updated in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The footnotes are also updated in response to the Whistleblower Act, 740 ILCS 174/, amended by P.A. 103-867, broadening the scope of legal protections for whistleblowers.	<input type="checkbox"/>
2:265, Title IX Grievance Procedure <span style="float: right;">✓</span> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 10px auto; display: flex; align-items: center; justify-content: center;">OK</div>	<b>REWRITTEN.</b> The policy is updated in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement.	<input type="checkbox"/>
2:265-AP1, Title IX Response <span style="float: right;">P</span>	<b>REWRITTEN.</b> The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
2:265-AP2, Formal Title IX Complaint Grievance Process <span style="float: right;">P</span>	<b>REWRITTEN.</b> The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
2:265-AP3, Title IX Coordinator	<b>DELETED.</b> The procedure is deleted in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.	<input type="checkbox"/>
2:265-E, Title IX Glossary of Terms <span style="float: right;">✓</span>	<b>REWRITTEN.</b> The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
4:15, Identity Protection <span style="float: right;">✓</span>	The policy and footnotes are updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for <i>personally identifiable information</i> and <i>protected personally identifiable information</i> .	<input type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards <span style="float: right;">✓</span>	The procedure is updated for the reason stated in 4:15, <i>Identity Protection</i> , above.	<input type="checkbox"/>
4:60-AP5, Federal and State Award Procurement Procedures <span style="float: right;">P</span>	The procedure is updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, revising general procurement standards, competition, methods of procurement, procurement of recovered materials, contract cost and price, and federal agency or pass-through entity review; and for continuous improvement.	<input type="checkbox"/>

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

4:80, Accounting and Audits ✓ <i>OK</i>	The policy and footnotes are updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, addressing the disposition and the retention of property acquired under grant awards, including an increase in the capitalization threshold from \$5,000 to \$10,000 for capital assets. The footnotes are also updated for continuous improvement.	<input type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards <i>P</i>	The procedure is updated for the reasons stated in 4:80, <i>Accounting and Audits</i> .	<input type="checkbox"/>
4:120, Food Services <i>N/A</i>	<b>The policy is unchanged.</b> The footnotes are updated in response to 105 ILCS 5/2-304, added by P.A. 103-1076, requiring the Ill. State Board of Education (ISBE) to secure one or more master contracts for Halal and Kosher meals, subject to appropriation.	<input type="checkbox"/>
4:170-AP6, E1, School Staff AED Notification Letter <i>P</i>	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment <i>OK</i>	The policy is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited <i>OK</i>	The policy and footnotes are updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
5:60, Expenses ✓ <i>OK</i>	The Legal References and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
5:60-AP, Federal and State Grant Travel Expense Procedures <i>P</i>	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:60-E1, Employee Expense Reimbursement Form <i>PO</i>	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:60-E2, Employee Estimated Expense Approval Form ✓	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:100, Staff Development Program <i>OK</i>	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring training for staff members designated as resource persons and complaint resolvers for Article 26A Students. The policy and footnotes are also updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring ongoing professional development for all personnel on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, as well as trauma-responsive learning environments, and in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
5:170-AP4, Designation of District Millenium Copyright Act (DMCA) Agent; Registration Process <i>N/A</i>	The procedure is updated in response to a five-year review.	<input type="checkbox"/>

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

<p>6:150, Home and Hospital Instruction ✓</p> <p style="text-align: center;">OK</p>	<p>The policy, Cross References, and footnotes are updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, requiring home instruction for students unable to attend school due to pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>6:235, Access to Electronic Networks ✓</p> <p style="text-align: center;">OK</p>	<p>The policy and footnotes are updated to address the use of artificial intelligence-enabled tools in schools. A new, optional <b>Use of Artificial Intelligence (AI)-Enabled Tools</b> subhead is added to the policy. The footnotes are also updated in response to a U.S. Surgeon General's Advisory addressing the safety of social media use for children, and for continuous improvement.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>6:235-AP1, Acceptable Use of the District's Electronic Network P</p>	<p>The procedure is updated to include reference to a district's AI Responsible Use Guidelines, for those districts whose boards adopt the <b>Use of Artificial Intelligence (AI)-Enabled Tools</b> subhead in 6:235, <i>Access to Electronic Networks</i>.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>6:235-AP3, Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines P</p>	<p><b>NEW.</b> The procedure is created to address the development of an AI plan and guidelines regarding the responsible use of artificial intelligence-enabled tools in schools.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students N/A</p>	<p>The policy is unchanged. Footnote 11 is updated in response to the Ill. Income Tax Act, 35 ILCS 5/231(b), extending until 1-1-26, a tax credit for employers that incur qualified expenses on behalf of an apprentice under a registered apprenticeship program. Other continuous improvement updates are also made to the footnotes.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:10, Equal Educational Opportunities ✓</p> <p style="text-align: center;">OK</p>	<p>The policy and footnotes are updated in response to <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, requiring schools to facilitate the full participation of Article 26A Students.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students P</p>	<p>The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:10-AP2, Accommodating Breastfeeding Students P</p>	<p>The procedure is updated for the reasons stated in 7:10, <i>Equal Educational Opportunities</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:20, Harassment of Students Prohibited ✓</p> <p style="text-align: center;">OK</p>	<p>The policy and footnotes are updated in response to <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The Legal References and Cross References are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:50, School Admissions and Student Transfers To and From Non-District Schools OK</p>	<p>The Legal References are updated with minor style changes. The footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, requiring boards with a policy requiring suspended/expelled students to complete the term of their suspension/expulsion in an alternative learning opportunities program under 105 ILCS 5/13B to consider any mitigating factors for the student. Continuous improvement updates are also made to the footnotes.</p> <p style="text-align: right;"><input type="checkbox"/></p>

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

<p>7:50-AP, School Admissions and Student Transfers to and from Non-District Schools</p> <p style="text-align: right;">?</p>	<p>The procedure is updated for the reasons stated in 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:60, Residence</p> <p><i>Have a ty review</i></p>	<p>The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, permitting but not requiring the interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence. Continuous improvement updates are also made to the footnotes.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:70, Attendance and Truancy</p> <p style="text-align: center;"><i>ok</i></p>	<p>The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, adding more valid causes for student absence. Continuous improvement updates are also made to the policy and footnotes.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:180, Prevention of and Response to Bullying, Intimidation, and Harassment</p> <p style="text-align: right;"><i>ok</i></p>	<p>The policy is updated in response to <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. Continuous improvement updates are also made to the footnotes.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:185, Teen Dating Violence Prohibited</p> <p style="text-align: right;">✓</p>	<p>The policy is updated in response to <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:190, Student Behavior</p> <p style="text-align: center;"><i>ok</i></p>	<p>The policy, Legal References and footnotes are updated. The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The addition of a definition for <i>sexting</i> that includes Criminal Code of 2012, 720 ILCS 5/11-23.7, added by P.A. 103-825, criminalizing the <i>non-consensual dissemination of sexually explicit digitized depictions</i>;</li> <li>2. 105 ILCS 5/22-100, added by P.A. 103-806, defining <i>corporal punishment</i>;</li> <li>3. 105 ILCS 5/24-24, amended by P.A. 103-806, permitting school employees to only use reasonable force with respect to a student as permitted under 105 ILCS 5/10-20.33;</li> <li>4. 105 ILCS 5/10-27.1A and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling), requiring the superintendent to annually report to ISBE by July 31 certain incidents on school grounds involving firearms, drugs, and battery against staff members; and</li> <li>5. Continuous improvement.</li> </ol> <p>The Legal References are updated for reason #2 listed above. The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-20.14, amended by P.A. 103-896, requiring ISBE to publish guidance for the development of reciprocal reporting systems and evidence-based intervention procedures by 7-1-25;</li> <li>2. Ill. Human Rights Act, 775 ILCS 5/2-101(N), added by P.A. 103-804, eff. 1-1-26, defining <i>generative artificial intelligence</i>;</li> <li>3. 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring districts to make reasonable efforts to provide ongoing professional development to school personnel on 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14 and trauma responsive learning environments;</li> <li>4. <u>A.A. v. Summit Sch. Dist. No. 104</u>, 2024 IL App (1st) 232451, holding that the factors for review of an expulsion previously established under <u>Robinson v. Oak Park</u>, 213 Ill.App.3d 77 (1st Dist. 1991) no longer apply because 105 ILCS 5/10-22.6 has clear standards for expulsion.</li> <li>5. 105 ILCS 5/10-22.6(b), amended by P.A. 103-896, deleting a provision that addressed the immediate transfer of students to an alternative program who are suspended in excess of 20 school days;</li> <li>6. 105 ILCS 5/1C-2, amended by P.A. 103-594, prohibiting the expulsion of children from early childhood programs until 7-1-26. On and after 7-1-26, the prohibition will be effective under the Dept. of Early Childhood Act, 325 ILCS 3/15-30(a)(7).</li> </ol> <p style="text-align: right;"><input type="checkbox"/></p>

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

7:190-AP2, Student Handbook - Gang Activity Prohibited ?	The procedure is updated in response to a five-year review. <input type="checkbox"/>
7:190-AP5, Student Handbook - Electronic Devices ?	The procedure is updated in response to the addition of a definition of <i>sexting</i> in 7:190, <i>Student Behavior</i> , and for continuous improvement. <input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations P	The procedure is updated in response to: <ol style="list-style-type: none"> <li>1. Criminal Code of 2012, 720 ILCS 5/11-23.5, amended by P.A. 103-825, amended by P.A. 103-825, revising the elements of the criminal offense of <i>non-consensual dissemination of private sexual images</i>;</li> <li>2. Criminal Code of 2012, 720 ILCS 5/11-23.7, added by P.A. 103-825, adding the criminal offense of <i>non-consensual dissemination of sexually explicit digitized depictions</i>;</li> <li>3. <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; and</li> <li>4. Continuous improvement.</li> </ol> <input type="checkbox"/>
7:190-E2, Student Handbook Checklist ?	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; and</li> <li>2. 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, requiring students be annually notified of support services available for Article 26A Students, the name and contact information of their school's Article 26A Resource Person, and the availability of counseling for students 12 years of age and older without parent/guardian consent under 405 ILCS 5/3-550.</li> </ol> <input type="checkbox"/>
7:200, Suspension Procedures ✓	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, providing that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation and students must be allowed to appear with a representative and a support person, and for continuous improvement. <input type="checkbox"/>
7:210, Expulsion Procedures 	The policy and footnotes are updated for the reasons stated in 7:200, <i>Suspension Procedures</i> . <input type="checkbox"/>
7:210-E1, Notice of Expulsion Hearing ?	The exhibit is updated for the reasons stated in 7:200, <i>Suspension Procedures</i> . <input type="checkbox"/>
7:220-AP, Electronic Recordings on School Buses ?	The procedure is updated in response to a five-year review. <input type="checkbox"/>
7:250, Student Support Services ✓	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring students 12 years of age and older be annually notified of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550, and the designation of at least one staff member in each building as a resource person for Article 26A Students. <input type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs ?	The procedure is updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring the designation of at least one staff member in each building as a resource person for Article 26A Students. <input type="checkbox"/>
7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence 	<b>NEW.</b> The policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. <input type="checkbox"/>

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

<p>7:255-AP1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</p> <p style="text-align: right;">P</p>	<p><b>NEW.</b> The procedure is created for the reason stated in 7:255, <i>Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</p> <p style="text-align: right;">P</p>	<p><b>NEW.</b> The procedure is created for the reason stated in 7:255, <i>Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:270, Administering Medicines to Students</p> <p style="text-align: right;">✓</p> <p style="text-align: center;"></p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated for continuous improvement to clarify that students may self-carry supplies when authorized by their diabetes care plan and/or seizure action plan.</p> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 23 Ill.Admin.Code §1.540(b)(2), amended by 48 Ill.Reg. 14539, adding that schools are not required to accept opt-out requests from parents for the administration of undesignated medications.</li> <li>2. Clinical Social Work and Social Work Practice Act, 225 ILCS 204.5, added by P.A. 103-1048, authorizing licensed school social workers to possess and administer opioid antagonists in their licensed professional capacity; and</li> <li>3. Continuous improvement.</li> </ol> <p>The Legal References are updated for continuous improvement to add 105 ILCS 150/, Seizure Smart School Act.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:270-AP2, Checklist for District Supply of Undesignated Medication(s)</p> <p style="text-align: right;">P</p>	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 23 Ill.Admin.Code §1.540(b)(2), amended by 48 Ill. Reg. 14539, adding that schools are not required to accept opt-out requests from parents for the administration of undesignated medications;</li> <li>2. ISBE and the Ill. Dept. of Human Services' <i>Substance Abuse Prevention and Recovery Instruction Resource Guide</i>; and</li> <li>3. Continuous improvement.</li> </ol> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:310, Restrictions on Publications; Elementary Schools</p> <p style="text-align: right;">✓</p> <p style="text-align: center;"></p>	<p>The policy, footnotes, and Cross References are updated. The policy, Cross References, and footnotes are updated in response to the addition of a definition of <i>sexting</i> in 7:190, <i>Student Behavior</i>, and for continuous improvement. The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> <li>1. <u>L.M. v. Town of Middleborough, Mass.</u>, 103 F.4th 854 (1st Cir. 2024), addressing the limits of students' right to free speech on campus; and</li> <li>2. <u>Mahanoy Area School Dist. v. B.L.</u>, 594 U.S. 180 (2021), addressing the issue of discipline for off-campus conduct.</li> </ol> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</p> <p style="text-align: right;">P</p>	<p>The procedure is updated in response to the addition of a definition of <i>sexting</i> in 7:190, <i>Student Behavior</i>, and for continuous improvement.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:315, Restrictions on Publications; High Schools</p> <p style="text-align: right;">N/A</p>	<p>The policy, Cross References, and footnotes are updated for the reasons stated in 7:310, <i>Restrictions on Publications; Elementary Schools</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools</p> <p style="text-align: right;">N/A</p>	<p>The procedure is updated for the reasons stated in 7:310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</i>, above.</p> <p style="text-align: right;"><input type="checkbox"/></p>

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

7:325-E, Application and Procedures to Involve Students in Fundraising Activities	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340, Student Records  <i>OK</i>	<p>The Legal References, Cross References, Administrative Procedure References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, restricting the circumstances under which schools may disclose information about a student's status as a parent, expectant parent, or victim of domestic or sexual violence; and</li> <li>2. 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, providing that a student's temporary records include information about a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence.</li> </ol> <p>Continuous improvement updates are also made to the footnotes.</p>	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated for the reasons stated in 7:340, <i>Student Records</i> , above.	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated in response to 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, providing that a student's temporary records include information about a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, and for continuous improvement.	<input type="checkbox"/>
7:345-AP, E1, Student Covered Information Reporting Form	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:345-AP, E3, Parent Notification Letter for Student Breach	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property  <i>OK</i>	The Legal References are updated with a minor style change. The footnotes are updated in response to the Criminal Code of 2012, 720 ILCS 5/11-18, amended by P.A. 103-1071, eff. 7-1-25, renaming the criminal offense of patronizing a <u>prostitute person engaged in the sex trade</u> , and for continuous improvement.	<input type="checkbox"/>
8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

## Acknowledgement to PRESS Advisory Board

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

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### Special Acknowledgement to IASB Legal Assistants

The following individuals provide us with excellent assistance between and during the drafting of each PRESS issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

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## Document Status: Draft Update

### 2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Governing Board, its employees, or its agents have violated his or her rights regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, Title IX Grievance Procedure<sup>PRESSPlus1</sup>
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)<sup>PRESSPlus2</sup>
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Grievance Procedure)
7. State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a);
8. Illinois Human Rights Act, 775 ILCS 5/;
9. Title VII of the Civil Rights Act of 1964, 42 U.S.C. subsection 2000e et seq.
10. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Illinois Whistleblower Act, 740 ILCS 174/
14. 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. §2000f et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

### Deadlines

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

### Filing a Complaint

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

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

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

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

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

### Investigation Process

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

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

age or older.

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

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

#### Decision and Appeal

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

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager. The Board may extend this timeframe as the Board deems appropriate.

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

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

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

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [PRESSPlus3](#)

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

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus4](#) and the Complaint Managers.

#### **Nondiscrimination Coordinator:**

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LEGAL REF.:

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

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

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

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

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

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

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

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

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

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

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

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

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

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

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

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775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

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

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

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

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## **PRESSPlus Comments**

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

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

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

PRESSPlus 3. A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

PRESSPlus 4. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

## *Document Status: Draft Update - Rewritten*

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

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

#### Title IX Sexual Harassment Prohibited

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

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

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

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

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

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

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

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

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

### Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus2](#) or a Complaint Manager.
3. Notifies applicants for employment, [PRESSPlus3](#) students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

### Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus4](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

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

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus5](#)

**Title IX Coordinator:** 

Name

Address

Email

Telephone

### Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures,

(2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

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

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

#### Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training [PRESSPlus6](#) on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a

determination regarding responsibility is made at the conclusion of the grievance process.

7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [PRESSPlus7](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

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

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

### Retaliation Prohibited

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

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

### LEGAL REF.:

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents,

or Victims of Domestic or Sexual Violence)

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## **PRESSPlus Comments**

PRESSPlus 1. Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 118, April 2025**

PRESSPlus 2. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 3. If your district is covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education," amend this to state "applicants for admission or employment," and use the Save Status "Adopted with Additional District Edits." 34 C.F.R. §106.15(d). **Issue 118, April 2025**

PRESSPlus 4. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 5. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

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

PRESSPlus 6. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 7. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. *Preponderance of evidence* is a standard of proof used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s LawDictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

*Clear and convincing* is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s LawDictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete “~~*preponderance of*~~” and insert “*clear and convincing*.” Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

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- alicia  
- Ks  
- CO  
- Jol

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## Document Status: Draft Update

### 4:15 Identity Protection

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

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

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

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

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Director. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

### Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable cybersecurity and other measures to safeguard information including: PRESSPlus1 (1) *protected personally identifiable information*, (2) other types of information that a federal awarding agency, pass-through agency entity, or State awarding agency designates as sensitive, such as *personally identifiable information (PII)* and (3) information

that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

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

#### LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

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

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#### **PRESSPlus Comments**

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

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

*Protected personally identifiable information* (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

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## Document Status: Draft Update

### 4:80 Accounting and Audits

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

#### Annual Audit

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

#### Annual Financial Report

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

#### Inventories

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

#### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$510,000 [PRESSPlus1](#) and have an estimated useful life greater than one year.

#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention PRESSPlus2 of property acquired by the District under grant awards that comply with federal and State law.

### Taxable Fringe Benefits

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

### Controls for Revolving Funds and Petty Cash

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

### Control Requirements for Checks

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

### Internal Controls

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

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

### LEGAL REF.:

2 C.F.R. §200 et seq.

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

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

23 Ill.Admin.Code Part 100.

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

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. A minimum threshold of \$10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

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

## Document Status: Draft Update

### 5:10 Equal Employment Opportunity and Minority Recruitment

The 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

#### Administrative Implementation

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

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

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, [PRESSPlus2](#) and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Alicia Hastings

8701 N. Menard Avenue, Morton Grove, IL 60053

AHastings@ntdse.org

847.965.9040

**Complaint Managers:**

Kathy Gavin

8701 N. Menard Avenue, Morton Grove, IL  
60053

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Joydeep Singh

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JSingh@ntdse.org

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

Minority Recruitment

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

LEGAL REF.:

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

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

775 ILCS 35/, Religious Freedom Restoration Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

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

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## **PRESSPlus Comments**

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

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

## *Document Status: Draft Update*

### **5:20 Workplace Harassment Prohibited**

The District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Agreement 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, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; PRESSPlus1 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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.

Agreement 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.

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, Title IX Coordinator, PRESSPlus2 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, Title IX Coordinator, and Complaint Managers.

### **Nondiscrimination Coordinator:**

Alicia Hastings

8701 N. Menard Avenue, Morton Grove, IL 60053

AHastings@ntdse.org

847.965.9040

### **Complaint Managers:**

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### Investigation Process

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board

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

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

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

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

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

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to 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*, and 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

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

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

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

## *Document Status: Draft Update*

### **5:60 Expenses**

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017. As required by the Act, it is the Governing Board of Niles Township District for Special Education's ("the District") policy to regulate the reimbursement of all District Board member, administrator, and employee travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official District business travel by Board members, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** The District shall reimburse permitted travel expenses as set forth on Exhibit 4 to this Policy.
3. **Reimbursement Request Form.** The District shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the District's Approval and Reimbursement Request Forms, attached as Exhibit 2 and Exhibit 3.

Expense reimbursement is not guaranteed and Board member and/or employees must seek pre-approval of expenses on the District's Approval Form (2:125-E1). Board member/employee must submit a Reimbursement Form (2:125-E2) with the attached documentation once travel/activity is complete. All documents submitted to the District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. **Entertainment Expenses.** The District shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Governing Board:
  - a. Any reimbursable expenses of a District administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
  - b. Any reimbursable expense of a member of the Governing Board.
  - c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
6. **Compliance with Act.** The District shall comply with all other requirements of the Local Government Travel Expense Act and any District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent

of such conflict.

### Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

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

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

LEGAL REF.:

2 C.F.R. §200.4754. [PRESSPlus1](#)

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

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

105 ILCS 5/10-22.32.

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

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**PRESSPlus Comments**

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

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— Candice

OK

## Document Status: Draft Update

### 5:100 Staff Development Program

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

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

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

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

#### In-Service Training Requirements

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

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

- bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
  5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    - c. Implementing 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:

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

directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.

4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. §Part 106.8(d) (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all 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.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*). [PRESSPlus2](#)

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

#### LEGAL REF.:

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

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

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

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

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

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

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

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

77 Ill.Admin.Code §527.800.

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

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## **PRESSPlus Comments**

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

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

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, *a/k/a ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training requirements that may be suitable to fulfill Article 26A training requirements, at:

[www.isbe.net/Documents\\_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf](http://www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf). **Issue 118, April 2025**



## Document Status: Draft Update

### 6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances: [PRESSPlus1](#)

1. ~~(1) b~~ Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage, [PRESSPlus2](#)
3. When a student must care for his or her ill child if:
  - a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition [PRESSPlus3](#) that would require the student to be absent from school for two or more consecutive weeks; and
  - b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

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

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

LEGAL REF.:

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

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

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

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### **PRESSPlus Comments**

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

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

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

(Edk)

Shawc  
- LORSHIP TEAM

## Document Status: Draft Update

### 6:235 Access to Electronic Networks

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

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

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

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

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

#### Curriculum and Appropriate Online Behavior

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

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

#### Acceptable Use

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

#### Internet Safety

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

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

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

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

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

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

#### Authorization for Electronic Network Access

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

#### Confidentiality

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

#### Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of*

*the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### LEGAL REF.:

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

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

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

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

720 ILCS 5/26.5.

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

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#### **PRESSPlus Comments**

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

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

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the Board Attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for a suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

## 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, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus1](#)

#### Sex Equity

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

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

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

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

#### LEGAL REF.:

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

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

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

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

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

Ill. Constitution, Art. I, §18.

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

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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### **PRESSPlus Comments**

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

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

## Document Status: Draft Update

### 7:20 Harassment of Students Prohibited

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

#### Sexual Harassment Prohibited

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

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or employee with whom the student is comfortable speaking. ~~A student may choose to report to an employee of the student's same gender.~~ [PRESSPlus1](#)

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

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus2](#)

#### **Nondiscrimination Coordinator:**

Alicia Hastings

8701 N. Menard Avenue, Morton Grove, IL 60053

AHastings@ntdse.org

847.965.9040

### Complaint Managers:

Kathy Gavin

8701 N. Menard Avenue, Morton Grove, IL 60053

kgavin@ntdse.org

847.965.9040

Joydeep Singh

8701 N. Menard Avenue, Morton Grove, IL 600

JSingh@ntdse.org

847.965.9040

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

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

### Investigation Process

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

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

For any report or complaint alleging sexual-based [PRESSPlus3](#) harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

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

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS

5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

### Enforcement

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

### Retaliation Prohibited

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

Students should report allegations of retaliation to the 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, 5/26A, 5/27-1, and 5/27-23.7.

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165

(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

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## **PRESSPlus Comments**

PRESSPlus 1. This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking. **Issue 118, April 2025**

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

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

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

## Students

### School Admissions and Student Transfers To and From Non-District Schools <sup>1</sup>

#### Age [*Elementary or Unit Districts only*]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.<sup>2</sup> A child entering first grade must be six years of age on or before September 1 of that school term.<sup>3</sup> Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates.<sup>4</sup> A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31.<sup>5</sup> A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.<sup>6</sup> Early

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A *registration guidance document*, updated annually, is available from the Ill. State Board of Education (ISBE) at: [www.isbe.net/Documents/guidance\\_reg.pdf](http://www.isbe.net/Documents/guidance_reg.pdf).

<sup>2</sup> 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old. 105 ILCS 5/10-22.18. Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute. 105 ILCS 5/26-1. The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore, "the ages of 7-17" means a child is 17 until his or her 18th birthday.

<sup>3</sup> Optional sentence.

<sup>4</sup> 105 ILCS 5/10-20.12.

<sup>5</sup> Id. Delete the first four sentences in this paragraph if the district operates a year-round school and use the following alternative:

To be eligible for admission, a child must be at least five years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to this date. A child may also attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age six within four months after the commencement of the term.

<sup>6</sup> 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services." 23 Ill.Admin.Code §226.100. Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester. 105 ILCS 5/14-8.02.

entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.<sup>7 8</sup>

### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.<sup>9</sup> When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent<sup>10</sup> record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.<sup>11</sup>

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<sup>7</sup> 105 ILCS 5/14A-17, Accelerated Placement Act (APA). For high school districts, delete this sentence and the cross reference to 6:135, *Accelerated Placement Program*. See sample policy 6:135, *Accelerated Placement Program*, and sample administrative procedure 6:135-AP, *Accelerated Placement Program Procedures*, for further detail.

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age*). See f/n 4 in sample policy 6:135, *Accelerated Placement Program* for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. **Consult the board attorney for guidance.**

<sup>8</sup> Districts should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

<sup>9</sup> Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa, or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and *Plyler v. Doe* (457 U.S. 202 (1982)), many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n 11 below).

<sup>10</sup> 23 Ill.Admin.Code §375.10 states that the *student permanent record* shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1).

<sup>11</sup> Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See *Plyler v. Doe*. See also f/n 18 below.

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.<sup>12</sup>

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.<sup>13</sup> Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.<sup>14</sup>

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.<sup>15</sup> Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

#### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of

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According to the Ill. State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age. 20 Ill.Admin.Code §1290.60(a). For more discussion about acceptable proof of identity, see f/n 1 in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children Records Act requires schools to make prompt copies of these certified copies. 325 ILCS 50/5(b)(1). Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. *Id.* While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's permanent record. See 23 Ill.Admin.Code §375.10 and f/n 10, above. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record. 325 ILCS 50/3, 50/5.

<sup>12</sup> Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1 and 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health as having a high incidence of Tuberculosis. 105 ILCS 5/27-8.1(1).

<sup>13</sup> 105 ILCS 5/22-70. Districts must report this enrollment information as aggregate data to ISBE. *Id.*

<sup>14</sup> The Educational Opportunity for Military Children Act (105 ILCS 70/) further details enrollment and entrance requirements for children of active military personnel. 105 ILCS 70/33. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

<sup>15</sup> Required by Education for Homeless Children Act (105 ILCS 45/) and the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 *et seq.*). See §11432(g)(3)(C)(i).

Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law. <sup>16</sup>

### Student Transfers To and From Non-District Schools <sup>17</sup>

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term

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<sup>16</sup> Required by 105 ILCS 5/10-20.59. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.59 directs how employees are prioritized for liaison appointment. Liaisons are “encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services.” Schools are required to give DCFS liaisons certain notices, records, and meeting invitations. See 105 ILCS 5/10-20.77 (notice and invitation to attend parent-teacher conferences and other meetings); 105 ILCS 5/10-21.8 (copies of correspondence and reports upon request of DCFS); 105 ILCS 5/13B-60.10 (notice and invitation to attend alternative learning opportunities program conference); 105 ILCS 5/14-8.02 (notices related to special education); 105 ILCS 10/ (student records). See sample administrative procedure 7:340-AP1, *School Student Records*, for more information regarding DCFS access to the student records of children in its legal custody. The law does not specifically require that a district’s DCFS liaison perform these duties; this policy assigns them to the liaison because they logically fit within the responsibilities outlined in 105 ILCS 5/10-20.59, which may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

<sup>17</sup> 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student’s record. It also requires “notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school’s or school district’s annual student dropout rate.” ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student’s transfer, including records indicating the school or school district to which the student transferred, in that student’s temporary record. *Id.*

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student’s last school district. 105 ILCS 10/8.1 and 70/32. See also sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of 105 ILCS 5/2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act; (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students [High School or Unit Districts only] <sup>18</sup>

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A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A (105 ILCS 5/13A, amended by P.A. 103-473) or an alternative learning opportunities program under Article 13B (105 ILCS 5/13B) before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program. 105 ILCS 5/2-3.13a and 5/10-22.6(g), amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. If a board adopts such a policy, it must allow for the consideration of any mitigating factors (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A). 105 ILCS 5/10-22.6(g), amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. If a board wants to provide for this alternative, it may add the following to either of the above options and add 105 ILCS 5/26A to the Legal References:

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code or an alternative learning opportunities program established under Article 13B of the School Code for the remainder of the suspension or expulsion. When determining whether to authorize such placement, the Superintendent shall consider any mitigating factors relating to the suspension or expulsion, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A.

<sup>18</sup> Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Dept. of State (DOS), Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see [j1visa.state.gov/programs](http://j1visa.state.gov/programs).
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of nonresident status. Call the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa, i.e., A, E, H, I, L, etc., other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. *Plyler v. Doe*. A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). 8 U.S.C. §1372(c)(2), implemented by 8 C.F.R. §214.1(h), is an exception to the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) authorizing and requiring districts to report information concerning an F, J, or M nonimmigrant to the extent necessary to comply with 8 U.S.C. §1372 and 8 C.F.R. §214.3(g) to certify these students for enrollment. SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the U.S. Dept. of Homeland Security (DHS) and DOS throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for DHS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, J-1, or M-3 visas must pay a fee to the DHS. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay, 8 C.F.R. Parts 103, 214, and 299.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. <sup>19</sup>

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate.<sup>20</sup> F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment <sup>21</sup> [*High School or Unit Districts only*]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

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<sup>19</sup> State law allows, but does not require, boards to waive nonresident tuition for these students. 105 ILCS 5/10-22.5a.

<sup>20</sup> Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. 8 U.S.C. §1101(a)(15)(F); 8 U.S.C. §1184(m). Boards may not waive the fee.

<sup>21</sup> 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section; (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program); (3) it is mandatory to provide due process before denying re-enrollment; (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs; and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See sample policy 7:70, *Attendance and Truancy*.

LEGAL REF.: 8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.  
20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a,  
5/26-1, 5/26-2, and 5/27-8.1.  
105 ILCS 10/8.1, Ill. School Student Records Act.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
325 ILCS 50/, Missing Children Records Act.  
325 ILCS 55/, Missing Children Registration Law.  
410 ILCS 315/2, Communicable Disease Prevention Act.  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill.Admin.Code Part 226, Special Education.  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for  
Students At Risk of Academic Failure and/or Dropping Out of School and  
Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140  
(Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High  
School Credit for Non-District Experiences; Course Substitutions; Re-Entering  
Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye,  
and Dental Examinations; Immunizations; and Exclusion of Students), 7:340  
(Student Records)

## **STUDENTS**

### **7:60 Residence**

#### **Member Districts**

Students who are eligible for special education services and are residents of a Member District may participate in the programs available through the Joint Agreement according to provisions in their individualized education programs.

#### **Residence of Students with Disabilities**

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

#### **Non-Member Districts**

Eligible students who are not residents of a Member District may participate in the special education programs available through the Joint Agreement, providing the sending (resident) district pays the Joint Agreement the regular tuition charge as determined by State law. The sending district shall pay the per capita cost as provided in Section 14-7.01 of the School Code (105 ILCS 5/13-7.01). All enrolled students must comply with the Joint Agreement's policies on student discipline.

#### **LEGAL REF.:**

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

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Eligibility for Services), 7:70 (Attendance and Truancy), 7:190 (Student Behavior)

Adopted: January 11, 2024

**Niles Township Dist for Special Education**

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## Document Status: Draft Update

### 7:70 Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), PRESSPlus1 observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. PRESSPlus2 Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, ~~or~~ and information about available community agency services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~ all school personnel, Board members, and school resource officers, ~~and staff~~ PRESSPlus3 on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Eligibility for Services*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

#### Monitoring/Updating

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

LEGAL REF.:

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

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

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

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## **PRESSPlus Comments**

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

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

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



## *Document Status: Draft Update*

### **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, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School 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 when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

#### Definitions from 105 ILCS 5/27-23.7

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

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

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

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

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

*School personnel* means persons employed by, on contract with, or who volunteer in a school District, including without limitation school and 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 requirements listed below.

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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, [Title IX Coordinator](#), [PRESSPlus1](#) 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 parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The 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, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill

building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if 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 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 Grievance Procedure*. Any person may use this policy to complain about sexual harassment discrimination [PRESSPlus2](#) in violation of Title IX of the Education Amendments of 1972.
- c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act. [PRESSPlus3](#)
- d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 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.
- f. 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).
- g. 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.
- h. 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.
- i. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

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

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

775 ILCS 5/1-103, III. Human Rights Act.

23 III.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), [PRESSPlus4](#) 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:65 (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)

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## **PRESSPlus Comments**

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

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

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

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



## Document Status: Draft Update

### 7:185 Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Governing Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in ~~sexual discrimination, including sex-based harassment,~~ [PRESSPlus1](#) in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the

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

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

Incorporated

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

LEGAL REF.:

105 ILCS 110/3.10.

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

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### **PRESSPlus Comments**

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

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## Document Status: Draft Update

Sharc  
-UPRSHIP TEAM

### 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; and (4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing

physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. [PRESSPlus1](#) Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered -off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law. [PRESSPlus2](#)

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a

staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

### Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following:

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

Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. Suspension and expulsion may be the available and appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. PRESSPlus3 it includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Isolated Time Out, Time Out, and Physical Restraint

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

#### Weapons

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

## Re-Engagement of Returning Students

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

## Required Notices

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

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

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report ~~these incidents involving battery against staff members to the Ill. State Board of Education~~ these incidents to the Ill. State Board of Education ISBE through its web-based School Incident Reporting System as they occur during the year and no later than ~~August 4~~ July 31 PRESSPlus4 for the preceding school year.

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other ~~certificated~~ certificated ~~licensed~~ licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 PRESSPlus5 ~~needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.~~ Teachers may temporarily remove students from a classroom for disruptive behavior.

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

## Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the

students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

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

LEGAL REF.:

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

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

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

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

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

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

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

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## **PRESSPlus Comments**

PRESSPlus 1. This text is moved to #7, below. **Issue 118, April 2025**

PRESSPlus 2. This definition of sexting is adapted from Merriam-Webster's definition at [www.merriam-webster.com/dictionary/sexting](http://www.merriam-webster.com/dictionary/sexting), and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-27.1A and and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

PRESSPlus 5. Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118, April 2025**

## Document Status: Draft Update

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- WORKSHOP TEAM

### 7:200 Suspension Procedures

#### In-School Suspension [PRESSPlus1](#)

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

The Superintendent or designee, in collaboration with an administrator from the student's district of residence, is authorized to suspend a student and shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including the actual dates of suspension; and;
  - d. For a suspension of four or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board of Education of the student's district of residence by the Superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the student's district of residence, whose relevant policies and procedures will govern.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

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### **PRESSPlus Comments**

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



## Document Status: Draft Update

### 7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer. [PRESSPlus1](#)
  - e. Inform the student and parent(s)/guardian(s) that a support person [PRESSPlus2](#) of their choice and at their expense is permitted to accompany the student throughout the proceedings.
  - f. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - g. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney appear with a representative and/or support person and, if so, provide the attorney's name(s) and contact information for the representative and/or support person.
2. The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, appear with a representative, be accompanied by a support person, disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [PRESSPlus3](#) if the expulsion hearing involves allegations of sexual violence by the

student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [PRESSPlus4](#)

4. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
5. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
6. Upon expulsion, the District may refer the student to appropriate and available support services.

#### LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

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#### **PRESSPlus Comments**

PRESSPlus 1. Items d and e are required by 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, *a/k/a Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. For the definition of support person, see sample administrative procedure 7:255-AP1, *Supporting Students who are Parents, Expectant Parents, or Victims of Sexual or Domestic Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

PRESSPlus 3. 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, *a/k/a ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, *a/k/a ESS Law*, eff. 7-1-25. **Issue 118, April 2025**



## Document Status: Draft Update

### 7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Director or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. ~~Guidance and s~~ School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550. [PRESSPlus1](#)

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

#### Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

#### Article 26A Domestic or Sexual Violence and Parenting Resource Personnel

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that this policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures. [PRESSPlus2](#)

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G), and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

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

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

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence). 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: [www.isbe.net/Documents\\_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf](http://www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf). **Issue 118, April 2025**

OK

Document Status: Draft Update - New \* ADD NAMES Pg. 2

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, PRESSPlus1 or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A). PRESSPlus2

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

- 1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year. PRESSPlus3
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. PRESSPlus4
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person. PRESSPlus5
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45. PRESSPlus6
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40. PRESSPlus7
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25. PRESSPlus8
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). PRESSPlus9 Confidentiality procedures will: PRESSPlus10
a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-

20(c). [PRESSPlus11](#)

10. Complies with State and federal law and aligns with Board policies. [PRESSPlus12](#)

### Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

### Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus13](#) a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus14](#)

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus15](#)

#### **Nondiscrimination Coordinator:**

Name  
Address  
Email  
Telephone

#### **Title IX Coordinator:**

Name  
Address  
Email  
Telephone

#### **Complaint Managers:**

Name  
Address  
Email  
Telephone

Name  
Address  
Email  
Telephone

### Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

### Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

This policy does not increase or diminish the ability of the District or the parties to exercise any other

rights under existing law.

#### Policy Review [PRESSPlus16](#)

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

#### Retaliation Prohibited [PRESSPlus17](#)

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

#### LEGAL REF.:

105 ILCS 5/26A.

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

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

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

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

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

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#### **PRESSPlus Comments**

PRESSPlus 1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

PRESSPlus 2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring school districts to ensure they have policies, procedures, and

resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. Consult the Board Attorney regarding this law's application to entities other than school districts.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: [www.isbe.net/Documents/ess-task-force-final-report0610.pdf](http://www.isbe.net/Documents/ess-task-force-final-report0610.pdf).

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

### **Issue 118, April 2025**

PRESSPlus 3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. See footnote 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for further information about training requirements. **Issue 118, April 2025**

PRESSPlus 5. 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**

PRESSPlus 8. 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Sample administrative procedures are available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

PRESSPlus 10. Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: [www.isbe.net/Documents\\_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf](http://www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf). The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

PRESSPlus 11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

PRESSPlus 12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**

PRESSPlus 13. If the district does not employ an Assistant Building Principal and/or Dean of

Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 14. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 118, April 2025**

PRESSPlus 15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

PRESSPlus 16. 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 118, April 2025**

PRESSPlus 17. 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**



## Document Status: Draft Update

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### 7:270 Administering Medicines to Students

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

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

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

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

#### Self-Administration of Medication

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

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. [PRESSPlus1](#)

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

#### District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as

necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### District Supply of Undesignated Opioid Antagonists

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

#### Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

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

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

#### Void Policy

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

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

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

#### Administration of Undesignated Medication

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

#### Undesignated Medication Disclaimers

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

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

#### LEGAL REF.:

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

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

105 ILCS 150/, Seizure Smart School Act.

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

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

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

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**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**



## Document Status: Draft Update

### 7:310 Restrictions on Publications

#### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Governing Board policy 7:190, Student Behavior, PRESSPlus1 and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

#### LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

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

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**



## Document Status: Draft Update

### 7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Director shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### Student Biometric Information Collection

The Director or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or

retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody of the student as defined in Section 10-20012.b of the School Code or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Director or designee.

The Director or designee shall develop procedures to implement this policy consistent with State and federal law.

**LEGAL REF.:**

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq., and 5/26A-30. [PRESSPlus1](#)

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

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, III. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. F011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), [7:255 \(Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence\)](#), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to

entities other than school districts. **Issue 118, April 2025**

## Community Relations

### Visitors to and Conduct on School Property<sup>1</sup>

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.<sup>2</sup>

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

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.<sup>3</sup>

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State or federal law controls this policy's content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given. 105 ILCS 5/24-24. See f/n 20 below.

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

<sup>2</sup> School-sponsored or school-sanctioned events or activities aligns with the text of 105 ILCS 5/27-23.7(a).

<sup>3</sup> This paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing – Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

**Option 1:** The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

**Option 2:** The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. <sup>4</sup>

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

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person. <sup>5</sup>
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. <sup>6</sup>
4. Damage or threaten to damage another's property. <sup>7</sup>
5. Damage or deface school property. <sup>8</sup>
6. Violate any Illinois law,<sup>9</sup> or town or county ordinance.
7. Smoke or otherwise use tobacco products. <sup>10</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>4</sup> 105 ILCS 5/14-8.02(g-5). See sample administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and sample exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

<sup>5</sup> See e.g., 720 ILCS 5/12-2 (aggravated assault); 5/12-2(b)(9) (aggravated assault against a sports official or coach); 5/12-3.05(c) (aggravated battery on public property); 5/12-3.05(d)(3) (aggravated battery against a school employee); 5/12-9 (threats to public officials); 5/24-1.2 (discharge of a firearm).

<sup>6</sup> With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and/or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. 430 ILCS 66/65(a). The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), to the text in number 3:

An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407 (juvenile in possession of a firearm), 720 ILCS 5/24-9 (firearms; child protection); 720 ILCS 5/24-1(c) (unlawful use of weapons in schools); 720 ILCS 5/24-1.2, 5/24-3 (unlawful delivery or sale of a firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

<sup>7</sup> See e.g., 720 ILCS 5/2-19.5 (definition of school), 5/16-1 (theft), 5/18-1 (robbery; aggravated robbery), 5/19-1 (burglary), and 21-1 (criminal damage to property).

<sup>8</sup> See e.g., 720 ILCS 5/21-1.01 (criminal damage to government supported property), 21-1.2 (institutional vandalism), and 21-1.3 (criminal defacement of property).

<sup>9</sup> See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14 (prostitution), and 5/11-18, amended by P.A. 103-1071, eff. 7-1-25 (patronizing a person engaged in the sex trade); 720 ILCS 5/21-11 (soliciting students to commit illegal acts).

<sup>10</sup> Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 *et seq.* Federal law prohibits smoking inside schools (20 U.S.C. §7973); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. <sup>11</sup>
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. <sup>12</sup>
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*. <sup>13</sup>
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). <sup>14</sup>
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive. <sup>15</sup>
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. <sup>16</sup>
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>11</sup> See 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school) and 410 ILCS 705/ (Cannabis Regulation and Tax Act). See also the discussion in f/n 5 and 6 of sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; this statement must be consistent with employee working conditions and employee conduct standards (see sample administrative procedure 5:120-AP2, *Employee Conduct Standards*).

<sup>12</sup> Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation and Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce.

<sup>13</sup> Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). 410 ILCS 130/. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. 410 ILCS 130/30(a)(2), (3), and (4). However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), allows parents/guardians and other *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See sample policy 7:270, *Administering Medicines to Students* and its f/n 22.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, sample policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student (see f/n 27 of that policy for further discussions).

<sup>14</sup> See e.g., 720 ILCS 5/21.2-1 *et seq.* (interference with a public institution of education).

<sup>15</sup> See e.g., 625 ILCS 5/11-605 (special speed limit zones). 625 ILCS 5/12-610.1(e) prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes. 625 ILCS 5/12-803(f), added by P.A. 103-404, prohibits motor vehicle drivers from making contact with any portion of a stopped school bus or making contact with a school child within 30 feet of the school bus.

<sup>16</sup> The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on rollerblading demonstrates that the district took reasonable steps to reduce the risk of injury.

### Convicted Child Sex Offender <sup>17</sup>

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

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

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

### Exclusive Bargaining Representative Agent <sup>18</sup>

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

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<sup>17</sup> 720 ILCS 5/11-9.3(a). The definition of *child sex offender* is found at 720 ILCS 11-9.3(d), amended by P.A. 103-1071, eff. 7-1-25. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75 - 154/105); sample policy 4:170, *Safety*; and sample administrative procedure 4:175-API, *Criminal Offender Notification Laws; Screening*.

<sup>18</sup> 105 ILCS 5/24-25; 115 ILCS 5/3(c). If a provision contained in a collective bargaining agreement addresses this issue, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees whose collective bargaining agreement does not address this subject, the policy should reflect the board's current practice. Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or 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. Amend the language to reflect what is recommended by the board attorney.

The School Code permits bargaining representatives to meet with employees during *duty-free time* upon notice to the school office. The Ill. Educational Labor Relations Act expanded the rights of access by bargaining representatives to also include meeting with employees during the employee work day if the meeting: (1) is to investigate and discuss grievances and workplace-related complaints (no time limit is specified) or (2) is with a newly hired employee within the first two weeks of employment (or on a later date if mutually agreed upon by the employee and bargaining representative) for one hour or less. In those circumstances, the district may not dock employee pay or charge leave time. 115 ILCS 5/3(c). However, the access must be *reasonable* and "shall at all times be conducted in a manner so as not to impede normal operations." *Id.* Consult the board attorney for guidance regarding specific requests and whether, if granted, they would impede normal operations, e.g., requests for access to staff while they are performing instructional or supervisory duties. Determining whether normal operations are impeded will likely depend upon the position and duties of the employee in the district.

## Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act.<sup>19</sup> The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law.<sup>20</sup> The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.<sup>21</sup>

## Procedures to Deny Future Admission to Athletic or Extracurricular School Events

Before any person may be denied admission to athletic or extracurricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:<sup>22</sup>

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

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<sup>19</sup> 105 ILCS 5/24-25. Refusal to provide such information is a Class A misdemeanor.

<sup>20</sup> 105 ILCS 5/10-20.5 (rules), 5/10-22.10 (control and supervision of school houses and school grounds); 720 ILCS 5/21-3 (criminal trespass to real property), 5/21-5 (criminal trespass to State supported land), 5/21-5.5 (criminal trespass to a safe school zone). See f/n 3, above.

<sup>21</sup> See Nuding v. Cerro Gordo Comm. Unit Sch. Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24 and to enforce conduct rules at its meetings by 105 ILCS 5/10-20.5; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High Sch. Dist., 302 Ill.App.3d 1070 (5th Dist. 1999) (105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

<sup>22</sup> 105 ILCS 5/24-24. If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9). Otherwise, a hearing regarding denial of admission to *school events or property* pursuant to 105 ILCS 5/24-24 may take place in an open meeting or in a closed meeting so long as the board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. Note: while 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, refers to *school events or property*, 105 ILCS 5/24-24 only authorizes boards to deny admission to athletic and extracurricular *events*. The term *events* is arguably broader than *property* as school events may take place offsite; consult the board attorney for guidance.

Some boards prefer an open meeting hearing to make it publicly known what alleged conduct could result in someone being denied admission to athletic or extracurricular events, while others prefer a closed meeting hearing so as not to provide a public platform to someone alleged to have engaged in prohibited conduct. Consult the board attorney to determine the best approach for the district and to ensure alignment with local practices and conditions.

This text aligns with 105 ILCS 5/24-24 and only requires a hearing for denying admission to *school events*. The court in Nuding (see f/n 20, above) did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but it upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

Consult the board attorney if the district would like to deny an individual admission to board meetings. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights to attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)), and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

4. Instructions on how to waive a hearing.<sup>23</sup>

- LEGAL REF.: 20 U.S.C. §7971 et seq., Pro-Children Act of 2001.  
Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).  
105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-25, and 5/27-23.7(a).  
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 705/, Cannabis Tax and Regulation Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.
- CROSS REF.: 2:200 (Types of School Board Meetings), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

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<sup>23</sup> The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.



**NTDSE**  
Empowering All To Achieve

**Niles Township District for Special Education #807**  
Cook County Districts 67, 68, 69, 70, 71, 72, 73, 73.5, 74

6-18-25

TO: Tarin Kendrick

FROM: Kathy Gavin

RE: COLLECTIVE LIABILITY INSURANCE COOPERATIVE

In November of 2009, NTDSE joined the Collective Liability Insurance Cooperative (CLIC) to purchase the district's workers' compensation insurance. Given the scope of duties in a special education setting, districts can receive a high experience modification number. This "number" (factor) is calculated annually and averages the number of claims filed and paid during a rolling 3-year period. A high experience factor results from above-average claim values and translates into increased premium costs to the districts.

As a member of this insurance pool, NTDSE joins with over 140 other school districts to purchase workers' comp insurance. Being part of a large group provides access to a larger market and lower rates. Our premiums are calculated on our district's experience ratio, and the "group buy" provides the cost discount. During the past several years, NTDSE has seen savings by accessing this group buy as opposed to purchasing a stand-alone policy.

The chart below provides the annual modification factors as well as the premiums paid. Because districts can improve their modification factor by rolling off years with significant claims, rates can fluctuate year to year.

**WORKERS' COMPENSATION HISTORICAL INFORMATION**

POLICY YEAR	MODIFICATION FACTOR	ANNUAL PREMIUM
2020-2021	1.65	\$91,000
2021-2022	1.15	\$75,941
2022-2023	1.06	\$71,439
2023-2024	1.03	\$61,655
2024-2025	1.04	70,219
<b>2025-2026</b>	<b>1.25</b>	<b>\$85,461</b>

NTDSE continues to work hard to train staff to assist in preventing workplace injuries. The chart on Page 1 illustrates the positive cost impact when related to a declining modification factor. Our FY 26 cost will increase by \$15,242 (+21.7%) when compared to the workers' compensation policy cost in FY 25. This cost increase can be attributed to an increase in our modification factor and reported losses, as well as greater exposure to possible future claims based on NTDSE's increase in the number of staff and total salary amount paid.

In addition to workers' compensation, NTDSE purchases property-casualty/general liability insurance through the same insurance pool. The chart below represents costs related to this type of insurance program, including cyber liability. NTDSE's FY 26 increased cost of \$644 for this type of insurance coverage can be attributed to the increase in the building's square footage, improvements, and building value from the Molloy Education Center's renovation as well as a universal rate applied by the carrier based on market trends.

**PROPERTY CASUALTY / GENERAL LIABILITY HISTORICAL INFORMATION**

<b>POLICY YEAR</b>	<b>ANNUAL PREMIUM</b>
2020-2021	\$27,405
2021-2022	\$31,836
2022-2023	\$51,097 (cyber ins. added)
2023-2024	\$55,992
2024-2025	\$61,029
<b>2025-2026</b>	<b>\$61,673</b>

NTDSE has received excellent service and support from CLIC over the years when handling insurance issues. Their management and claims teams are professional, knowledgeable, and very responsive. CLIC has provided ongoing and robust training and assistance to districts at no cost to enhance cybersecurity. NTDSE is offered and uses six consultation hours at no additional cost. They offer professional development to districts' tech teams to help reduce the risk of ransomware, malware, phishing, and identity theft. It is my recommendation that the workers' compensation and general liability policies through CLIC be renewed.

Thank you.



2025-2026 WC Pricing Sheet

**Collective Liability Insurance Cooperative (CLIC)**  
**Niles Township District for Special Education #807**  
**Member Cost Comparison**

Coverage Description	2024-2025	2025-2026	% Change
<b>Payroll Information</b>			
7380 – Drivers	\$0	\$0	
8868 – Teachers/Professionals	\$13,673,866	\$15,704,264	
9082 – Cafeteria	\$0	\$0	
9101 – Maintenance/All Other	\$288,979	\$329,721	
<b>Total Payroll</b>	<b>\$13,962,845</b>	<b>\$16,033,985</b>	<b>14.8%</b>
<b>Experience Modification Factor (MOD)</b>	<b>1.04</b>	<b>1.25</b>	<b>20.2%</b>
<b>Modified Premium</b>	<b>\$43,246</b>	<b>\$57,334</b>	<b>32.6%</b>

<b>Fixed Costs</b>			
Worker's Compensation Premium	\$2,498	\$3,174	
RPA Administration Fee	\$3,081	\$3,204	
Sedgwick Claims Administration Fee	\$1,700	\$1,897	
Sedgwick Loss Control Fee	\$985	\$1,970	
<b>Total Fixed Costs</b>	<b>\$8,264</b>	<b>\$10,244</b>	<b>24.0%</b>

<b>Variable Costs</b>			
Loss Fund – Initial 100%	\$55,138	\$73,101	
Actuarial Debit/Credit	12.4%	2.9%	
Loss Fund – 100% with Actuarial Debit/Credit	\$61,955	\$75,217	
High/Low Plan 10% Supplemental Loss Fund Contribution, if applicable	\$0	\$0	
<b>Total Loss Fund w/Debit/Credit and High/Low</b>	<b>\$61,955</b>	<b>\$75,217</b>	<b>21.4%</b>
<b>Total Worker's Compensation Program Costs:</b>	<b>\$70,219</b>	<b>\$85,461</b>	<b>21.7%</b>



# 2025-2026 P&C Invoice

## Collective Liability Insurance Cooperative (CLIC)

### Niles Township District for Special Education #807

**DUE BY: July 31, 2025**

Coverage Description	Company	Policy #	Effective Date	Amount Due:
Package Policy	CLIC / Great American Insurance Co.	CLICCR2025; CLICGL2025; CLICAL2025	7/1/2025	\$1,436
Property (\$500M limit)	CLIC / Travelers Insurance Co.	CLICPR2025	7/1/2025	\$12,647
Boiler & Machinery	Chubb Insurance Group	76401709	7/1/2025	\$863
School Board Legal Liability	Lexington Insurance Co.	038248353-02	7/1/2025	\$3,402
Excess Liability (\$35M limit)	CLIC / Great American / Ambridge / Obsidian / Upland / Everest / Vantage	CLICXS2025	7/1/2025	\$2,940
Student Accident - Mandatory	Gerber Life Insurance Co.	13379925	7/1/2025	\$1,294
Student Accident - Catastrophic	Gerber Life Insurance Co.	1306000225	7/1/2025	\$335
Cyber Liability (\$2M limit)	ACE American Insurance Co.	TBD	7/1/2025	\$12,236
Excess Cyber Liability (\$1M limit)	ACE American Insurance Co.	TBD	7/1/2025	\$10,290
Pollution Liability	Ironshore Specialty Ins. Co.	ISPILLSCAWU3003	7/1/2025	\$752
Gallagher Crisis Protect (GCP)	Lloyd's of London	B1262FC0228325	7/1/2025	\$2,079
Risk Management Services Fee	RPA	N/A	7/1/2025	\$6,788
Claims Administration Fee	Gallagher Bassett Services	N/A	7/1/2025	\$1,300
Loss Control Services	Gallagher Bassett Services	N/A	7/1/2025	\$995
CLIC Program Management Operating Fee	CLIC	N/A	7/1/2025	N/A
Loss Fund - Package	CLIC	N/A	7/1/2025	\$3,114
Loss Fund - School Board Legal	CLIC	N/A	7/1/2025	\$1,202
<b>Total Due:</b>				<b>\$61,673</b>

<p><b>PLEASE MAKE CHECK PAYABLE TO CLIC AND REMIT TO:</b></p> <p>ISLAF PLUS - COLLECTIVE LIABILITY INSURANCE COOP 36496 TREASURY CENTER CHICAGO, IL 60694-6400</p>	<p><b>IF YOU WOULD LIKE TO SEND YOUR PAYMENT BY WIRE TRANSFER:</b></p> <p>BMO HARRIS BANK NA ABA ROUTING #071000288 ACCOUNT TITLE: ILLINOIS SCHOOL DISTRICT LIQUID ASSET FUND PLUS ACCOUNT #: 2972503 FOR CREDIT: COLLECTIVE LIABILITY INSURANCE COOPERATIVE A/C 10274-102</p>
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**DUE BY July 31, 2025**

In accordance with the CLIC By-Laws, a 6% interest rate will be charged to the School District for any payment received after its due date.

## GOVERNING BOARD

### **2:150 Committees**

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

#### Special Board Committees

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

#### Standing Board Committees

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

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure and provides information and recommendations to the Board. Its members are two Board members serving on the Policy Committee (unless the Board specifically appoints other members), and the Board may appoint one or more parents, teacher leaders and/or administrators to the committee. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the NTDSE and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee, coordinated by the Superintendent of NTDSE, includes two Board members serving on the Policy Committee (unless the Board specifically appoints other members), and the Superintendent may in consultation with the Board appoint one or more parents, teacher leaders and/or administrators to the committee. Committee reports and recommendations are made to the Board upon its request.
- ~~4. Negotiations Committee. The Negotiations Committee negotiates collective bargaining agreements within guidelines and parameters set by the Board, including but not limited to collective bargaining agreements with the Niles Township Federation of Special Education Teachers and the Niles Township~~

~~Federation of Special Education Paraprofessionals. Proposed collective bargaining agreements are presented to the Board with recommendations for final action. Similarly, the Committee has negotiating authority over mid-term and impact bargaining. On an as-needed basis, the Board may direct the Committee to monitor or assist in the negotiation of contracts with administrators and other professional staff. Members of the committee include two Board members serving on the Finance/Facility Committee (unless the Board specifically appoints other members), and the Board may appoint one additional Board member as well as one or more administrators.~~

5. Finances/Facilities Committee.

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

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

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

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

Adopted: March 9, 2023

**Niles Township Dist for Special Education**

NTDSE ENROLLMENT DATA  
MAY 31, 2025

<b>STUDENTS</b>	<b>March</b>	<b>April</b>	<b>May</b>
<b>Molloy</b>	167	168	168
<b>Satellite</b>	175	176	177
<b>Total</b>	342	344	345

**NTDSE ENROLLMENT DATA BY DISTRICT**

May 31, 2025

<u>DISTRICT</u>	<u>SATELLITE</u>	<u>PROJECT CLASS</u>	<u>LIFE SKILLS</u>	<u>PROJECT ABLE</u>	<u>CHANGE</u>	<u>TOTAL</u>	<u>Out-of-District Students</u>	<u>Out Placed Therapeutic Day Students</u>	<u>Private/Parochial Schools by District</u>
50			0			0	0		
62			2			2	2		
63		1				1	1		
64	1	3				4	4		
67	17	6	2	1		26		1	
68	40	26	7	6		79		6	29
69	3	9	2	7		21		1	17
70	21	11	2	4		38			5
71	5	4	4	1		14			8
72	18	6			1	24		2	19
73	8	2	1	1		12			
73.5	28	12	2	5		47		2	
74	29	9	1	2		41		4	
84.5	1					1	1		
158			1			1	1		
207		5	3			8	8		
219	6	5	15			26	26		
<b>TOTAL</b>	<b>177</b>	<b>99</b>	<b>42</b>	<b>27</b>	<b>1</b>	<b>345</b>	<b>43</b>	<b>16</b>	<b>78</b>



Christina Dimas <cdimas@ntdse.org>

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## Fwd: FOIA Request

1 message

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**Tarin Kendrick** <tkendrick@ntdse.org>  
To: Christina Dimas <cdimas@ntdse.org>

Mon, Jun 16, 2025 at 11:56 AM

Please include in the board packet.  
Tarin

----- Forwarded message -----  
From: **CT Mills** <esnetworkllc1@gmail.com>  
Date: Mon, Jun 16, 2025 at 5:19 AM  
Subject: FOIA Request  
To: <tkendrick@ntdse.org>

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting access to public records in the form of a current staff contact directory for your district. Specifically, I am seeking a list of all school and district-level administrators, including:

- Name
- Title/Position
- Work Email Address
- Work Location (School Name or Central Office)

Please provide this information in electronic format (Excel, CSV, or PDF preferred) if available.

If any clarification is needed, I'm happy to assist. If the records are maintained in a different format, please let me know.

This request is **not** intended for commercial use.

Thank you for your time and assistance.

Sincerely,

**CT Mills**  
Public Info Access LLC  
esnetworkllc1@gmail.com



**Tarin Kendrick**  
Executive Director

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<b>NAME</b>	<b>TITLE</b>	<b>EMAIL ADDRESS</b>	<b>LOCATION</b>
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