

CERTIFICATE OF RESULTS
of the April 4, 2023
Consolidated Election

Enclosed herewith are the results, as tabulated, from the precincts within your Jurisdiction, showing the offices, the candidates therefore, any issues, and the votes cast for each.

It is certified that the aforementioned results are the true and correct results of the election, as returned by the election judges of the precincts contained herein.

Dated this 25th day of April, 2023.

Signed: Holly A. Wilde-Tillman
Holly A. Wilde-Tillman
Hancock County Clerk and Election Authority

LaHarpe Elementary School District #347

	<u>Hancock</u>	<u>Henderson</u>	<u>McDonough</u>	<u>TOTAL</u>
William Collins	<u>183</u>	<u>20</u>	<u>-0-</u>	<u>203</u>
Joshua E. Walker	<u>194</u>	<u>15</u>	<u>-0-</u>	<u>209</u>
<hr/>				
Dustin Detherage	<u>169</u>	<u>20</u>	<u>-0-</u>	<u>189</u>
Leandra Deitrich	<u>206</u>	<u>22</u>	<u>-0-</u>	<u>228</u>
Dana Blythe	<u>204</u>	<u>23</u>	<u>-0-</u>	<u>227</u>

NUMBERED KEY CANVASS
RUN DATE:04/18/23 12:04 PM

CONSOLIDATED ELECTION
APRIL 4, 2023
HANCOCK COUNTY, ILLINOIS

REPORT-EL52 PAGE 0076

LAHARPE ELEM. SD 347 BD.MEMBER-UNEX.2YR

VOTES PERCENT

VOTE FOR 3			
01 = WILLIAM COLLINS		183	48.54
02 = JOSHUA E. WALKER		194	51.46

	01 02		

0005 DURHAM	13	13	
0006 LAHARPE 1	85	89	
0007 LAHARPE 2	60	59	
0010 PILOT GROVE	2	4	
0011 FOUNTAIN GREEN	19	25	
0021 HANCOCK	4	4	

NUMBERED KEY CANVASS
RUN DATE:04/18/23 12:04 PM

CONSOLIDATED ELECTION
APRIL 4, 2023
HANCOCK COUNTY, ILLINOIS

REPORT-EL52 PAGE 0077

LA HARPE CUSD 347 BD.MBR-4YR

VOTES PERCENT

VOTES PERCENT

VOTE FOR 3					
01 = DUSTIN DETHERAGE		169	29.19		
02 = LEANDRA DEITRICH		206	35.58	03 = DANA BLYTHE	204 35.23

	01 02 03				

0005 DURHAM	12	16	14		
0006 LAHARPE 1	77	89	92		
0007 LAHARPE 2	52	65	63		
0010 PILOT GROVE	3	4	3		
0011 FOUNTAIN GREEN	22	28	28		
0021 HANCOCK	3	4	4		

DATE:04/18/23 12:04 PM

VOTES PERCENT

COUNTY SCHOOL SALES TAX

VOTE FOR 1

01 = YES

02 = NO

1,517 49.66
 1,538 50.34

 01 02

0001 NAUVOO	73	74
0002 APPANOOSE	17	34
0003 PONTOOSUC	32	19
0004 DALLAS CITY	58	50
0005 DURHAM	16	14
0006 LAHARPE 1	67	31
0007 LAHARPE 2	37	36
0008 SONORA	48	48
0009 ROCK CREEK	36	40
0010 PILOT GROVE	36	32
0011 FOUNTAIN GREEN	9	24
0012 MONTEBELLO 1	92	98
0013 MONTEBELLO 2	117	103
0014 MONTEBELLO 3	134	112
0015 MONTEBELLO 4	64	69
0016 PRAIRIE	33	43
0017 CARTHAGE 1	67	79
0018 CARTHAGE 2	62	62
0019 CARTHAGE 3	57	64
0020 CARTHAGE 4	64	64
0021 HANCOCK	20	17
0022 WARSAW 1	27	23
0023 WARSAW 2	34	20
0024 WARSAW 3	50	44
0025 WYTHE	24	36
0026 BEAR CREEK	27	33
0027 HARMONY	17	41
0028 ST. MARYS	36	57
0029 ROCKY RUN-WILCOX	26	28
0030 WALKER	16	16
0031 ST. ALBANS	28	20
0032 CHILI	50	56
0033 AUGUSTA	43	51

STATE OF ILLINOIS
Hancock

County

SS.

Certificate of Election

TO ALL WHOM IT MAY CONCERN:

I

Holly A. Wilde-Tilman

Hancock County Clerk & Recorder

(Title and Office)

of the County of

Hancock

and State of Illinois, do hereby certify that

at a

Consolidated

Election held on

April 4, 2023.

William Collins

was duly elected to the office of

LaHarpe Elementary School Board Member

in the County of

Hancock

and State of Illinois.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on

April 18, 2023.

Holly A. Wilde-Tilman

Hancock County Clerk & Recorder

(Title)

STATE OF ILLINOIS
Hancock County }
SS.

Certificate of Election

TO ALL WHOM IT MAY CONCERN:

I, Holly A. Wilde-Tillman

Hancock County Clerk & Recorder

(Title and Office)

of the County of Hancock and State of Illinois, do hereby certify that

at a Consolidated Election held on April 4, 2023,

Joshua E. Walker

was duly elected to the office of LaHarpe Elementary School Board Member

in the County of Hancock and State of Illinois.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on

April 18, 2023.

Holly A. Wilde-Tillman
Hancock County Clerk & Recorder
(Title)

STATE OF ILLINOIS

Hancock County

SS.

Certificate of Election

TO ALL WHOM IT MAY CONCERN:

I, Holly A. Wilde-Tillman

Hancock County Clerk & Recorder

(Title and Office)

of the County of Hancock and State of Illinois, do hereby certify that

at a Consolidated Election held on April 4, 2023,

Dustin Detherage

was duly elected to the office of LaHarpe Elementary School Board Member

in the County of Hancock and State of Illinois.

IN WITNESS WHEREOF, I have hereto set my hand and seal on

April 18, 2023.

Holly A. Wilde-Tillman

Hancock County Clerk & Recorder

(Title)

STATE OF ILLINOIS
Hancock County }
SS.

Certificate of Election

TO ALL WHOM IT MAY CONCERN:

Holly A. Wilde-Tillman

Hancock County Clerk & Recorder

(Title and Office)

of the County of

Hancock

and State of Illinois, do hereby certify that

at a Consolidated

Election held on

April 4, 2023.

Leandra Deitrich

was duly elected to the office of

LaHarpe Elementary School Board Member

in the County of

Hancock

and State of Illinois.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on

April 18, 2023.

Holly A. Wilde-Tillman
Hancock County Clerk & Recorder

(Title)

CL-21
Governmental Business Systems, Inc.

STATE OF ILLINOIS
Hancock County }
SS.

Certificate of Election

TO ALL WHOM IT MAY CONCERN:

Holly A. Wilde-Tillman

Hancock County Clerk & Recorder

Hancock

(Title and Office)

and State of Illinois, do hereby certify that

at a Consolidated

Election held on

April 4, 2023.

Dana Blythe

was duly elected to the office of LaHarpe Elementary School Board Member

in the County of Hancock

and State of Illinois.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on

April 18, 2023.

Holly A. Wilde-Tillman
Hancock County Clerk & Recorder

(Title)

April 24, 2023

Dear Dr. Gladu,

I am resigning from my position of paraprofessional here at LaHarpe School effective April 24, 2023 at the end of the school day and my contracted time. Thank you for the opportunity to let me work at my home town school with these awesome students. This was a very tough decision for me to make, but also what will be best for me personally. I appreciate you all and will miss this job.

Sincerely,

Destiny Shumaker

School Board Member Oath of Office



"I, _____, do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors) of _____ in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

role in the equitable and quality education of every student in the school district;

"I further swear (or affirm) that:

"I shall foster with the board extensive participation of the community, formulate goals, define outcomes, and set the course for _____"

"I shall respect taxpayer interests by serving as a faithful protector of the school district's assets;

"I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

"I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board, while respecting the privacy of students and employees;

"I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

"I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public board meeting;

"I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for _____; and

"I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

"I shall strive to work together with the district superintendent to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development."

"As part of the Board of Education (or Board of School Directors, as the case may be), I shall accept the responsibility for my

BOARD MEMBER

DISTRICT

BOARD PRESIDENT

SUPERINTENDENT

DATE

**OPEN MINUTES
La Harpe Community School District #347
Special Board Meeting-Curriculum Committee
April 14th – 10:00 AM
District Office**

The Board of Education of La Harpe Community School District #347 Curriculum Committee held a Special Meeting on April 14, 2023 in the District Office.

Superintendent Janet Gladu called the meeting to order at 10:00 AM.

Roll Call was answered by Dana Blythe & Leandra Deitrich. Also present were Superintendent Janet Gladu.

The committee discussed the curriculum.

Voice Vote: All members indicated in favor of adjournment. No one opposed Motion carried.

The meeting adjourned at 10:30 AM.

Board President

Board Secretary

Approved _____

DALLAS ESD #327/LA HARPE CSD #347
SPECIAL JOINT BOARD MEETING
MARCH 28, 2023 – 6:00 P.M.
DALLAS CITY ROOM 5

The meeting was called to order at 6:03 p.m.

Members answering roll were:

Hannah Moss	Present	Sarah Schaefer	Present
Beth Webster	Present	Lee Wibbell	Present
Shasta Heidbreder	Present	Chris Greenhalge	Present
Bob Castillo	Absent		
Bill Collins	Present	Dustin Detherage	Present
Dana Blythe	Present	Josh Walker	Present
Jake Allen	Absent	Josh Gebhart	Present
Leandra Deitrich	Present		

A moment of silence was observed.

A motion was made by Heidbreder, seconded by Detherage to approve the agenda (Roll Call).

Hannah Moss	Yea	Sarah Schaefer	Yea
Beth Webster	Yea	Lee Wibbell	Yea
Shasta Heidbreder	Yea	Chris Greenhalge	Yea
Bob Castillo	Absent		
Bill Collins	Yea	Dustin Detherage	Yea
Dana Blythe	Yea	Josh Walker	Yea
Jake Allen	Absent	Josh Gebhart	Yea
Leandra Deitrich	Yea		

Motion carried 12 Yeas, 2 Absent

Bob Castillo joined the meeting at 6:13 p.m.

The boards discussed the Dallas ESD #327 and La Harpe CSD #347 Sports Cooperative

The boards did not go into closed meeting.

A motion was made by Schaefer, seconded by Collins to approve the Sports Co-Op Agreement and the Sports Cooperative Handbook as amended (Roll Call).

Hannah Moss	Yea	Sarah Schaefer	Yea
Beth Webster	Yea	Lee Wibbell	Yea
Shasta Heidbreder	Yea	Chris Greenhalge	Yea
Bob Castillo	Yea		
Bill Collins	Yea	Dustin Detherage	Yea
Dana Blythe	Yea	Josh Walker	Yea
Jake Allen	Absent	Josh Gebhart	Yea
Leandra Deitrich	Yea		

Motion carried 13 Yeas, 1 Absent

A motion was made by Detherage, seconded by Heidbreder to adjourn at 8:44 p.m. (voice)

Board President

Board Secretary

Approved: _____

The Board of Education of La Harpe Community School District #347 held a regular School Board meeting March 21, 2023 in the school library. President Dustin Detherage called the meeting to order at 6:00 PM. Roll Call was answered by Allen, Blythe, Collins, Deitrich, Detherage, Gebhardt and Walker. Superintendent Janet Gladu, Dean of Students Ryan Hopper, Board Secretary Ashley Johnson and Board Secretary Marlie Deeter were also in attendance.

Visitors in attendance: QFB presentation group

A Moment of Silence was observed.

Public Presentations: No public presentations.

Business Items:

Consent Agenda: The Consent Agenda included the Closed and Open Minutes of the February 21, 2023 Regular Board Meeting, March 7, 2023 Committee Meeting, March 14, 2023 Athletic committee minutes of the La Harpe C.S.D. #347 School Board, Financial Report, and Action to Delete Verbatim Closed Meeting Recordings 18 Months and Older, Payment of Bills and Kristen Palmer's resignation.

A motion was made by Collins seconded by Allen to approve the items on the Consent Agenda as presented. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Financial Report:

<u>Fund</u>	<u>FY2023</u>
Education	\$2,086,915.29
Building	\$106,147.85
Debt Service	\$98,454.21
Transportation	\$173,858.32
IMRF	\$62,341.55
Capital Projects	0.00
Working Cash	\$180,297.56
Tort	\$179,054.39
HLS	\$214,643.20
Total	<u>\$3,101,712.37</u>

FY 2022	\$2,273,248.28
FY 2021	\$2,535,801.99
FY 2020	\$1,611,617.48
FY 2019	\$1,377,046.33

Solar Presentation- QFB/IDEAL

GFB/IDEAL gave a presentation to the board about installing solar panels.

Approval to Develop a Budget for FY 2023-2024

A motion was made by Gebhardt seconded by Blythe to authorize Superintendent Gladu to develop a tentative budget for FY 2023-2024. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Change April Board Meeting Date:

A motion was made by Collins seconded by Allen to approve to move the April 2023 regular school board meeting to April 25th, 2023. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Discussion on 2023-2025 Athletic Co-Op with Dallas City:

The board discussed the co-op agreement with Dallas City.

Approval of the Audit Engagement:

Motion by Detherage seconded by Collins to approve the audit engagement proposal from Dennis Kock for FY 2023. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Advertise Bid for 6.5 Acres of Land:

A motion was made by Deitrich seconded by Walker to authorize Janet Gladu to advertise for bid of the 6.5 acres of land owned by the district. Bids will be due by 3pm on April; 20, 2023. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Move Forward with ENGIE:

Motion by Gebhardt seconded by Allen to approve the no-cost detailed audit and project development services with ENGIE. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Set Amended FY23 Budget Hearing:

A motion was made by Blythe seconded by Detherage to set our amended FY23 budget hearing for June 20, 2023 at 6pm. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval for Overnight Student Travel for Science Olympiad:

A motion was made by Collins seconded by Gebhardt to approve overnight student travel for the Science Olympiad team and to pay for the hotel costs for the participants to stay with their parents. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Accept Quote for Roof Removal:

A motion was made Deitrich seconded by Collins to accept the quote from Ryan Walker to remove the roof between the PreK building and Johnson building at a cost of \$15 per hour. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Approval to Abate Working Cash and Move to Operations and Maintenance:

A motion was made by Allen seconded by Blythe to abate \$54,671.70 of working cash and move to Operations and Maintenance. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

Reports to the Board:

The board discussed the upcoming awards night and invitations.

Janet Gladu shared with the board that Julie Garrison was our February Team Member of the Month.

Ashley Johnson and Marlie Deeter exited the meeting at 7:48 PM.

Closed Meeting

A motion was made by Blythe seconded by Allen to adjourn to Closed Session at 7:48 PM to discuss items per 5 ILCS 120/2(c)(1)(14) listed below:

- (1) The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District (5 ILCS 120/2(c)(1))**
- (14) Closed session minutes (5 ILCS 120/2(c)(14))**

Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

President Dustin Detherage called the March 21, 2023 closed meeting to order at 7:52 PM. Board members present were Allen, Blythe, Collins, Gebhardt, Deitrich, Detherage and Walker. Also present: Superintendent Janet Gladu and Dean of Students Ryan Hopper.

A motion was made by Blythe seconded by Deitrich to return to open session at 8:20 PM. Voice vote.

Closed Meeting Items – Consideration and Action

A motion was made by Collins seconded by Deitrich to rehire Jennifer Hensley as a 4th year, non-tenured certified staff member for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Blythe seconded by Gebhardt to rehire Ashlee Goettsche and Susan Pratt as 3rd year, non-tenured certified staff members for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Collins seconded by Walker to rehire Melissa Burt, Nichelle Pence, and Jadrien VanFleet as 2nd year, non-tenured certified staff members for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Blythe seconded by Allen to hire Courtney Painter as a certified staff member for the 2022-2023 school year and rehire her as a 1st year, non-tenured certified staff member for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Collins seconded by Gebhardt to hire Peyton Porter as a 1st year, non-tenured certified staff member for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Gebhardt seconded by Blythe to hire Rebekah Russell as a 1st year, non-tenured certified staff member for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Collins seconded by Gebhardt to hire Aubrey Porter as a paraprofessional for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Collins seconded by Detherage to hire Ryan Hopper as the head baseball coach, and Dave Clover as the head girls' basketball coach for the 2023-2024 and 2024-2025 school years. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Blythe seconded by Allen to hire Peyton Porter as the assistant baseball coach and Jacki Wibbell as the assistant girls' basketball coach for the 2023-2024 and 2024-2025 school years. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Deitrich seconded by Walker to hire Nichelle Pence as the head boys' basketball coach for the 2023-2024 school year. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Collins seconded by Walker to adopt the resolution for the dismissal of John Amschler, due to lack of certification, as a professional educator licensed employee, effective the last day of school of the 2022-2023 school year, and thank him for his continued support and service to the district and community. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Blythe seconded by Gebhardt to adopt the resolution for the dismissal of Sarah Amschler, due to lack of certification, as a professional educator licensed employee, effective the last day of school of the 2022-2023 school year, and thank her for her continued support and service to the district and community. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Detherage seconded by Allen to approve the closed session minutes from February 21, 2023. Roll Call: Allen, yes; Blythe, yes; Collins, yes; Deitrich, yes; Detherage, yes; Gebhardt, yes; Walker, yes. Motion carried 7-0.

A motion was made by Detherage with second by Blythe to adjourn the March 21, 2023 La Harpe Board Meeting at 8:26 PM. The voice vote response returned all in favor. No one opposed. The meeting adjourned.

The next regularly scheduled meeting will be on April 25, 2023 at 6:00 PM in the La Harpe CSD #347 school library.

Board President

Board Secretary

Approved _____

**OPEN MINUTES
La Harpe Community School District #347
Special Board Meeting
March 21st – 5:00 PM
Library**

The Board of Education of La Harpe Community School District #347 held a Special Meeting on March 21, 2023 in the library.

President Dustin Detherage called the meeting to order at 5:00 PM.

Roll Call was answered by Allen, Blythe, Collins, Deitrich, Detherage, Gebhardt, Walker. Also present were Superintendent Janet Gladu, Dean of Students Ryan Hopper, Board Secretary Ashley Johnson and Board Secretary Marlie Deeter.

ENGIE gave their presentation.

Voice Vote: All members indicated in favor of adjournment. No one opposed Motion carried.

The meeting adjourned at 5:43 PM.

Board President

Board Secretary

Approved _____

LA HARPE COMMUNITY SCHOOL DISTRICT #347

TREASURER'S REPORT MARCH 31, 2023

FUND	CASH BALANCES: NOW ACCOUNT				INVESTMENTS	
	Balance	Receipts	Disbursements	Balance		
	2/28/2023			3/31/2023		
EDUCATION	\$368,278.23	\$18,560.97	\$244,574.54	\$142,264.66	\$0.00	F.STATE/M.MRKT. \$1,803,400.13 IL TREAS POOL
BUILDING	\$6,147.85	\$154,671.70	\$77,365.10	\$83,454.45	\$0.00 \$0.00	F.STATE/M.MRKT. IL TREAS POOL
DEBT SERVICE	\$95,340.86	\$0.00	\$0.00	\$95,340.86	\$0.00 \$3,113.35	F.STATE/M.MRKT. IL TREAS POOL
TRANSPORTATION	\$86,919.14	\$0.00	\$26,228.71	\$60,690.43	\$0.00 \$86,939.18	F.STATE/M.MRKT. IL TREAS POOL
IL MUNICIPAL RET.	\$62,341.55	\$0.00	\$15,717.67	\$46,623.88	\$0.00 \$0.00	F.STATE/M.MRKT. IL TREAS POOL
CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	F.STATE/M.MRKT.
WORKING CASH	\$180,297.56	\$0.00	\$54,671.70	\$125,625.86	\$0.00 \$0.00	F.STATE/M.MRKT. IL TREAS POOL
TORT IMMUNITY FUND	\$179,054.39	\$0.00	\$0.00	\$179,054.39	\$0.00 \$0.00	F.STATE/M.MRKT. IL.TREAS.POOL
FIRE PREV & SAFETY	\$214,643.20	\$0.00	\$0.00	\$214,643.20	\$0.00	IL. TREAS.POOL
CURRENT TOTAL	\$1,193,022.78	\$173,232.67	\$418,557.72	\$947,697.73	\$1,893,452.66	
INVESTMENTS				\$1,893,452.66		
CASH & INVESTMENTS AS	3/31/2023			\$2,841,150.39		

NOTES:	Daily Rate	Int./Month	Int./YTD
NOW Account	0.25%	\$231.37	\$2,653.20
Liquid Asset			
Treasurer's Pool	4.70%	\$7,800.78	\$44,229.88
First State/M.Market		\$0.00	\$0.00

Interest distributed to each FUND based on percentage invested

Karen Nudd 4-13-23
 Karen Nudd Date

LA HARPE COMMUNITY SCHOOL DISTRICT #347

STATEMENT OF POSITION

March 31, 2023

ASSETS	EDUCATION	BUILDING	DEBT SERV.	TRANSP.	I.M.R.F.	CAPITAL PROJECTS	WORKING CASH	TORT IMMUNITY	FIRE PREV & SAFETY
Cash in Bank	\$142,264.66	\$83,454.45	\$95,340.86	\$60,690.43	\$46,623.88	\$0.00	\$125,625.86	\$179,054.39	\$214,643.20
Petty Cash	\$350.00								
Change Fund/Elem-JRH	\$350.00								
Imprest Fund	\$5,000.00								
Property									
Loans to Education Fund									
Loans to Building Fund									
Loan to Transportation Fun									
Loan to IMRF Fund									
Loan to Fire & Prev.Fund									
IL Treas. Pool	\$1,803,400.13		\$3,113.35	\$86,939.18					
First State/Money Market									
TOTAL ASSETS	\$1,951,364.79	\$83,454.45	\$98,454.21	\$147,629.61	\$46,623.88	\$0.00	\$125,625.86	\$179,054.39	\$214,643.20
LIABILITIES									
Anticipation Note									
Western Area Ins									
Teachers Retirement									
Payroll A/P									
INTERFUND PAYABLE									
Loan payable to Educ.									
Loan payable to Bldg.									
Loan payable to Transp.									
Loan payable to W. Cash									
TOTAL LIABILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND BALANCE	\$1,951,364.79	\$83,454.45	\$98,454.21	\$147,629.61	\$46,623.88	\$0.00	\$125,625.86	179,054.39	\$214,643.20
Grand Total								\$2,846,850.39	

Debra Jones

4-12-23

Date

a Jones

Paid Accounts Payable by Vendor

Printed: 04/04/2023 4:07:28PM
 La Harpe CSD 347
 Expense on Date: 3/31/2023 to 3/31/2023

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
** IMPREST FUND **									
7724	40-2550-600-1	NICHOLS DIESEL - BUS TEST #8			4 0	03/31/2023	90459	56.00	40-2550-600-1
7725	40-2550-411-1	ED STEWART - C NEWSON MILEAGE			4 0	03/31/2023	90459	1,077.87	40-2550-411-1
7726	10-2410-410-1	BRITTANY TEESDALE - OFFICE SUPPLIES			4 0	03/31/2023	90459	10.52	10-2410-410-1
7727	10-2310-690-1	JASA WESTERN REGION MEETINGS			4 0	03/31/2023	90459	50.00	10-2310-690-1
7728	10-1255-221-400-15	COLLEEN GOFF/CONF REIMB			4 0	03/31/2023	90459	794.99	10-1255-400-221-15
7729	10-1255-221-400-15	DONNA NELLMEAL REIMB			4 0	03/31/2023	90459	13.93	10-1255-400-221-15
7730	10-1255-221-400-15	ASHLEE GOETTSCHE - CONF REIMB			4 0	03/31/2023	90459	161.89	10-1255-400-221-15
7731	10-1255-221-400-15	JANET GLADU - K CONF REIMB			4 0	03/31/2023	90459	327.50	10-1255-400-221-15
7732	10-1255-221-400-15	DENISE KOST - LIBRARY BOOKS			4 0	03/31/2023	90459	30.76	10-1255-400-221-15
7733	20-2540-332-1	MICHAEL SIEGFRIED - FEB MILEAGE			4 0	03/31/2023	90459	180.13	20-2540-332-1
7734	10-2310-410-1	ILL SEC OF STATE - DEETER NOTARY			4 0	03/31/2023	90459	15.00	10-2310-410-1

Report Total

\$2,718.59 Payee Vendor Total

\$2,718.59

La Harpe CSD 347 Revenue Report

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La Harpe CSD 347

Source of Revenue	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance	% of Budget	State Account Number
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General Levy							
10-1110-01-1	EDUCATION-CURR TAX LEVY	960,000.00	0.00	963,412.5	(3,412.59)	100.36	10-1110-01-1
10-1130-01-1	EDUCATION/LEASE LEVY	27,000.00	0.00	27,098.36	(98.36)	100.36	10-1130-01-1
10-1140-01-1	SPECIAL EDUC/LEVY	21,000.00	0.00	22,120.22	(1,120.22)	105.33	10-1140-01-1
10-1210-01-1	MOBILE HOME TAXES	500.00	0.00	0.00	500.00	0.00	10-1210-01-1
10-1230-1	CORP PERS PROP REPLACTAX	50,000.00	13,617.37	123,097.0	(73,097.01)	246.19	10-1230-1
10-1510-1	INTEREST ON INVESTMENTS	0.00	6,647.44	40,690.14	(40,690.14)	0.00	10-1510-1
10-1611-1	LUNCH SALES-PUPILS	0.00	215.40	1,883.08	(1,883.08)	0.00	10-1611-1
10-1711-4-1	ADMISSIONS-JRHBB	1,000.00	0.00	810.00	(190.00)	0.00	10-1711-4-1
10-1711-5-1	ADMISSIONS-JRHGB	1,000.00	0.00	970.00	(30.00)	0.00	10-1711-5-1
10-1711-6-1	ADMISSIONS-JRHGV	1,000.00	0.00	740.00	(260.00)	0.00	10-1711-6-1
10-1811-1	TEXTBOOK RENTALS	3,500.00	35.00	4,375.00	(875.00)	125.00	10-1811-1
10-1999-1	OTHER & JOHNSON ESTATE	280,000.00	953.66	323,235.3	(43,235.34)	115.44	10-1999-1
10-1999-1-1	OTHER/ATHLETIC BOOSTER	0.00	0.00	3,400.00	(3,400.00)	0.00	10-1999-1-1
1000 General Levy		1,345,000.00	21,468.87	1,511,831.74	(166,831.74)	112.40	* Source of Revenue

Revenue From State Sources							
10-3001-1	GEN STATE AID	500,000.00	46,806.00	374,448.00	125,552.00	74.89	10-3001-1
10-3360-1	STATE FREE LUNCH	0.00	96.74	444.46	(444.46)	0.00	10-3360-1
10-3705-11	EARLY CHILDHOOD GRANT/2020-21	88,441.00	14,740.00	66,330.00	22,111.00	75.00	10-3705-11
3000 Revenue From State Sources		588,441.00	61,642.74	441,222.46	147,218.54	74.98	* Source of Revenue

Revenue From Federal Sources							
10-4210-1	FEDERAL LUNCH	130,000.00	12,607.51	88,496.31	41,503.69	68.07	10-4210-1
10-4220-1	FEDERAL BREAKFAST	0.00	4,497.55	27,877.70	(27,877.70)	0.00	10-4220-1
10-4300-14	TITLE I/2019-20	0.00	0.00	17,135.00	(17,135.00)	0.00	10-4300-14
10-4300-15	TITLE I/2020-21	61,520.00	5,291.00	5,291.00	56,229.00	8.60	10-4300-15
10-4399-1	REAP	14,000.00	0.00	0.00	14,000.00	0.00	10-4399-1
10-4400-1	TITLE I/SAFE & DRUG FREE	10,000.00	0.00	12,000.00	(2,000.00)	120.00	10-4400-1
10-4600-1	IDEA PRESCHOOL/SUBGRANT-FLOW	2,801.00	0.00	1,692.00	909.00	65.05	10-4600-1
10-4620-1	THROUGH						
10-4932-1	IDEA SPECIAL ED-FLOW/THROUGH	64,361.00	0.00	39,554.00	24,807.00	61.46	10-4620-1
10-4991-1	TITLE I/7CH QUAL.	7,646.00	0.00	5,359.00	2,287.00	70.09	10-4932-1
10-4992-1	MEDICAID ADM OUTREACH	7,500.00	0.00	0.00	7,500.00	0.00	10-4991-1
10-4998-3	MEDICAID/FEE FOR SERVICE	2,500.00	2,852.42	8,223.84	(5,723.84)	328.95	10-4992-1
10-4998-4	ESSR III	54,287.00	0.00	0.00	54,287.00	0.00	10-4998-3
	ESSR ARP	3,100.00	0.00	2,304.00	796.00	74.32	10-4998-4
4000 Revenue From Federal Sources		367,515.00	25,248.48	207,932.85	149,582.15	58.16	* Source of Revenue
10 Education Fund		2,290,956.00	108,360.09	2,160,987.05	129,968.95	94.33	Fund

General Levy							
20-1111-01-1	BLDG/CURR TAX LEVY	260,000.00	0.00	260,927.93	(927.93)	100.36	20-1111-01-1

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La Harpe CSD 347 Revenue Report

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La Harpe CSD 347

Oper, Build, & Maint Fund 20		General Levy							
Source of Revenue Account	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance	% of Budget	State Account Number		
20-1210-01-1	MOBILE HOME TAXES	130,000	0.00	0.00	130,000	0.00	20-1210-01-1		
20-1510-1	OBM-INT. ON INVESTMENT	30,000	0.00	0.00	30,000	0.00	20-1510-1		
20-1999-1	OBM/OTHER & JOHNSON EST.	35,000.00	0.00	85,000.00	(50,000.00)	242.86	20-1999-1		
1000	General Levy	295,160.00	0.00	345,927.93	(50,767.93)	117.20	* Source of Revenue		
Revenue From Federal Sources									
20-4998-2	ESSR II	127,983.00	0.00	84,288.00	43,695.00	65.86	20-4998-2		
20-4998-3	ESSR III	133,510.00	0.00	78,873.00	54,637.00	59.08	20-4998-3		
20-4998-4	ESSR ARP	8,373.00	0.00	6,531.00	1,842.00	78.00	20-4998-4		
4000	Revenue From Federal Sources	269,866.00	0.00	169,692.00	100,174.00	62.88	* Source of Revenue		
Sources of Funds									
20-7110-1	ABATEMENT	0.00	54,671.70	54,671.70	(54,671.70)	0.00	20-7110-1		
7000	Sources of Funds	0.00	54,671.70	54,671.70	(54,671.70)	0.00	* Source of Revenue		
20	Oper, Build, & Maint Fund	565,026.00	54,671.70	570,291.63	(5,265.63)	100.93	Fund		
General Levy									
30-1112-01-1	DEBT SERVICE/CURR. TAX LEVY	217,973.00	0.00	220,596.18	(2,623.18)	101.20	30-1112-01-1		
30-1210-01-1	MOBILE HOME TAXES	120.00	0.00	0.00	120.00	0.00	30-1210-01-1		
30-1510-1	DEBT SERVICE/INT. ON INVEST	30,000	0.00	0.00	30,000	0.00	30-1510-1		
1000	General Levy	218,123.00	0.00	220,596.18	(2,473.18)	101.13	* Source of Revenue		
30	Debt Service Fund or Fund Group	218,123.00	0.00	220,596.18	(2,473.18)	101.13	Fund		
General Levy									
40-1113-01-1	TRANSPORTATION/CURR. TAX LEVY	65,000.00	0.00	65,234.96	(234.96)	100.36	40-1113-01-1		
40-1210-01-1	MOBILE HOME TAXES	35.00	0.00	0.00	35.00	0.00	40-1210-01-1		
40-1510-1	TRANSP/INT. ON INVEST.	7.00	0.00	0.00	7.00	0.00	40-1510-1		
40-1999-1	TRANSP./OTHER & JOHNSON	65,000.00	0.00	65,000.00	0.00	100.00	40-1999-1		
1000	General Levy	130,042.00	0.00	130,234.96	(192.96)	100.15	* Source of Revenue		
Revenue From State Sources									
40-3500-1	TRANSP.-REGULAR	72,779.00	0.00	63,550.91	9,228.09	87.32	40-3500-1		
40-3510-1	TRANSP/SPEC ED	78,591.00	0.00	56,155.65	22,435.35	71.45	40-3510-1		
3000	Revenue From State Sources	151,370.00	0.00	119,706.56	31,663.44	79.08	* Source of Revenue		
40	Transportation Fund	291,412.00	0.00	249,941.52	31,470.48	88.82	Fund		
General Levy									
50-1114-01-1	IMRF/CURR. TAX LEVY	70,000.00	0.00	70,250.08	(250.08)	100.36	50-1114-01-1		
50-1150-01-1	FIG/MED.ONLY/CURR. TAX LEVY	58,000.00	0.00	58,206.34	(206.34)	100.36	50-1150-01-1		
50-1210-01-1	MOBILE HOME TAXES	60.00	0.00	0.00	60.00	0.00	50-1210-01-1		
50-1510-1	IMRF/INT. ON INVEST.	14.00	0.00	0.00	14.00	0.00	50-1510-1		

La Harpe CSD 347 Revenue Report

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L.M.R.F./Sec. Fund 50		1000		General Levy							
Account	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance	% of Budget	State Account Number				
1000	General Levy	128,074.00	0.00	128,456.42	(382.42)	100.30	* Source of Revenue				
50	L.M.R.F./Sec. Fund	128,074.00	0.00	128,456.42	(382.42)	100.30	Fund				
General Levy											
70-1115-01-1	WORKING CASH/CURR.TAX LEVY	27,000.00	0.00	27,651.25	(651.25)	102.41	70-1115-01-1				
70-1210-01-1	MOBILE HOME TAXES	14.00	0.00	0.00	14.00	0.00	70-1210-01-1				
70-1510-1	WORK. CASH-INT. ON INVES	3.00	0.00	0.00	3.00	0.00	70-1510-1				
1000	General Levy	27,017.00	0.00	27,651.25	(634.25)	102.35	* Source of Revenue				
Sources of Funds											
70-8110-1	ABATEMENT	0.00	(\$4,671.70)	(\$4,671.70)	54,671.70	0.00	70-8110-1				
7000	Sources of Funds	0.00	(\$4,671.70)	(\$4,671.70)	54,671.70	0.00	* Source of Revenue				
70	Working Cash Fund	27,017.00	(\$4,671.70)	(27,020.45)	54,037.45	-100.01	Fund				
General Levy											
80-1120-01-1	TORT IMMUNITY/CURR.TAX LEVY	185,000.00	0.00	185,660.40	(660.40)	100.36	80-1120-01-1				
80-1210-01-1	MOBILE HOME TAXES	100.00	0.00	0.00	100.00	0.00	80-1210-01-1				
80-1510-1	TORT IMMUNITY/INT ON INVEST.	10.00	0.00	0.00	10.00	0.00	80-1510-1				
1000	General Levy	185,110.00	0.00	185,660.40	(550.40)	100.30	* Source of Revenue				
80	Tort Immunity and Judgment Fund	185,110.00	0.00	185,660.40	(550.40)	100.30	Fund				
General Levy											
90-1118-01-1	FIRE PREV/SFTY/ENRGY-CURR.TAX LEVY	27,000.00	0.00	27,098.36	(98.36)	100.36	90-1118-01-1				
90-1210-01-1	MOBILE HOME TAXES	14.00	0.00	0.00	14.00	0.00	90-1210-01-1				
90-1510-1	FIRE PREV/INT ON INVEST.	3.00	0.00	0.00	3.00	0.00	90-1510-1				
1000	General Levy	27,017.00	0.00	27,098.36	(81.36)	100.30	* Source of Revenue				
90	Capital Improvement Fund	27,017.00	0.00	27,098.36	(81.36)	100.30	Fund				
Report Total:		3,722,735.00	108,360.09	3,516,011.11	206,723.89	94.45					

La Harpe CSD 347 Expenditure Report - Bc

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La Harpe CSD 347

Education Fund	1000	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-1101-110-1		ELEM/JRH TCH SALARIES	490,000.00	57,717.33	382,152.72	107,847.28	77.99	10-1101-110-1
10-1101-115-1		ELEM/JRH CLRM CLERKS & AIDES	70,520.00	8,097.71	46,862.21	23,657.79	66.45	10-1101-115-1
10-1101-115-3		ESSR III- PARAPROFESSIONAL	56,666.00	0.00	0.00	56,666.00	0.00	10-1101-115-3
10-1101-120-1		ELEM-JRH SUB TCH	20,000.00	4,630.50	13,188.00	6,812.00	65.94	10-1101-120-1
10-1101-125-1		ELEM-JRH SUB CLERKS & AIDES	15,000.00	2,233.00	12,474.51	2,525.49	83.16	10-1101-125-1
10-1101-211-1		ELEM/JRH TCH SALARIES (388)	11,000.00	868.79	5,754.12	5,245.88	52.31	10-1101-211-1
10-1101-212-1		ELEM/JRH TCH SALARIES (518)	3,000.00	350.92	2,255.55	744.45	75.19	10-1101-212-1
10-1101-220-1		ELEM-JRHINS BENEFITS	149,000.00	14,433.29	101,238.57	47,761.43	67.95	10-1101-220-1
10-1101-410-0-1		KINDG. SUPPLIES	200.00	0.00	70.69	129.31	35.35	10-1101-410-1
10-1101-410-1		ELEM/GENERAL SUPPL	6,500.00	103.10	2,481.75	4,018.25	38.18	10-1101-410-1
10-1101-410-1-1		1ST GRADE SUPPL	200.00	0.00	222.77	(22.77)	111.39	10-1101-410-1-1
10-1101-410-2-1		2ND GRADE SUPPLIES	200.00	0.00	301.03	(101.03)	150.52	10-1101-410-2-1
10-1101-410-3-1		3RD GRADE SUPPLIES	200.00	0.00	309.77	(109.77)	154.89	10-1101-410-3-1
10-1101-410-4-1		4TH GRADE SUPPLIES	200.00	0.00	236.00	(36.00)	118.00	10-1101-410-4-1
10-1101-410-5-1		SUPPLY-5TH GRADE	200.00	0.00	0.00	200.00	0.00	10-1101-410-5-1
10-1101-410-6-1		PRE-K SUPPLIES (NON-GRANT)	200.00	0.00	0.00	200.00	0.00	10-1101-410-6-1
10-1101-411-1-1		MATH 6-7-8	2,600.00	0.00	6,719.88	(4,119.88)	258.46	10-1101-411-1
10-1101-411-2-1		SCIENCE 6-7-8	200.00	0.00	91.23	108.77	45.62	10-1101-411-2-1
10-1101-411-3-1		SOCIAL STUDIES 6-7-8	200.00	0.00	51.32	148.68	25.66	10-1101-411-3-1
10-1101-411-4-1		LANGUAGE ARTS 6-7-8	200.00	0.00	74.12	125.88	37.06	10-1101-411-4-1
10-1101-411-6-1		PE & HEALTH SUPPL	1,600.00	139.98	1,523.08	76.92	95.19	10-1101-411-6-1
10-1101-411-7-1		ART SUPPLIES/ELEM- JRH	1,500.00	0.00	707.01	792.99	47.13	10-1101-411-7-1
10-1101-411-8-1		ACTIVITY FUND PURCH.	1,000.00	0.00	0.00	1,000.00	0.00	10-1101-411-8-1
10-1101-411-9-1		JRH BAND & CHORAL MUSIC	1,000.00	152.00	1,608.49	(608.49)	160.85	10-1101-411-9-1
10-1101-413-1		BAND REPAIRS & SUPPL	1,000.00	0.00	223.40	776.60	22.34	10-1101-413-1
10-1101-414-8		ARR-IDEA GRANT SUPPLIES	0.00	0.00	7,800.47	(7,800.47)	0.00	10-1101-414-8
10-1125-255-100-10		PRE SCH AT RISK/TRANSP	50.00	0.00	0.00	50.00	0.00	10-1125-100-255-10
10-1125-100-110-10		PRE SCH AT RISK/TRANSP	0.00	0.00	8,443.50	(8,443.50)	0.00	10-1125-110-100-10
10-1125-100-110-11		PRESCH TCH SAL./2022-2023	52,500.00	6,505.25	32,895.27	19,604.73	62.66	10-1125-110-100-11
10-1125-100-115-10		PRE KAIDE SALARY 2021-2022	0.00	0.00	152.00	(152.00)	0.00	10-1125-115-100-10
10-1125-100-115-11		PRESCH/HADE SAL. 2022-2023	18,000.00	2,464.01	11,606.01	6,393.99	64.48	10-1125-115-100-11
10-1125-211-100-10		PRE K TCH SAL./2022-2023 (388)	0.00	0.00	133.36	(133.36)	0.00	10-1125-211-100-10
10-1125-211-100-11		PRESCH TCH SAL./2022-2023 (388)	0.00	102.15	515.06	684.94	42.92	10-1125-211-100-11
10-1125-110-21-11		PRESCH/TRS- THIS BENEFIT	1,200.00	0.00	0.00	825.00	0.00	10-1125-110-21-11
10-1125-212-100-10		PRE K TCH SALARY 2021-22 (518)	825.00	0.00	0.00	825.00	0.00	10-1125-212-100-10
10-1125-212-100-11		PRESCH TCH SAL./2022-2023 (518)	0.00	37.74	190.29	114.71	82.39	10-1125-212-100-11
10-1125-100-220-10		PRE SCH AT RISK/INSURANCE	305.00	0.00	1,500.40	(1,500.40)	0.00	10-1125-220-100-10
10-1125-100-220-11		PRESCH/INS BENEFIT	19,500.00	2,439.73	11,862.39	7,637.61	60.83	10-1125-220-100-11
10-1125-254-410-10		PRESCH/PLAYGROUND	0.00	0.00	6,629.00	(6,629.00)	0.00	10-1125-400-254-10
10-1125-256-400-11		PRESCH/FOOD SERV	700.00	66.05	305.50	394.50	43.64	10-1125-400-256-11

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Account	Function	Description	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-1125-100-410-11	1000	PRESCH/TOCH SUPPL		515.00	24.17	223.17	291.83	43.33	10-1125-410-100-11
10-1125-300-410-11		PRESCH/COMM SERV SUP 2022-23		0.00	0.00	212.99	(212.99)	0.00	10-1125-410-300-11
10-1205-110-1		SPEC ED-TOCH SAL.		88,000.00	9,991.77	64,050.71	23,949.29	72.78	10-1205-110-1
10-1205-113-1		SPEC ED-/HOMEBOUND TUTORING		250.00	0.00	400.00	(150.00)	160.00	10-1205-113-1
10-1205-115-1		SPEC ED-CLERK SAL.		87,000.00	10,677.35	70,989.82	16,010.18	81.60	10-1205-115-1
10-1205-211-1		SPEC ED-TOCH SAL. (38B)		2,000.00	65.52	428.84	1,571.16	21.44	10-1205-211-1
10-1205-212-1		SPEC ED-TOCH SAL. (51B)		500.00	24.20	158.44	341.56	31.69	10-1205-212-1
10-1205-220-1		SPEC ED-BENEFMS.		51,000.00	4,729.01	33,121.55	17,878.45	64.94	10-1205-220-1
10-1205-300-1		SPEC ED/CONTRACTED SERV		250.00	0.00	16.99	233.01	6.80	10-1205-300-1
10-1205-332-1		SPEC ED-TRAVEL		100.00	0.00	0.00	100.00	0.00	10-1205-332-1
10-1205-410-1-1		SUPPLIES-ELEM		500.00	0.00	35.35	464.65	7.07	10-1205-410-09-1
10-1205-410-2-1		SUPPLIES-JR HIGH		500.00	0.00	680.19	(180.19)	136.04	10-1205-410-2-1
10-1205-410-3-1		ARRAIDEA PART B PRESCH		0.00	283.00	1,981.00	(1,981.00)	0.00	10-1205-410-3-1
10-1205-410-4-1		ARRAIDEA PART B FLOW THROUGH		0.00	0.00	41,346.00	(41,346.00)	0.00	10-1205-410-4-1
10-1205-410-0-1		PRE SCH SPEC ED/IDEA PART B		0.00	6,891.00	6,891.00	(6,891.00)	0.00	10-1205-410-0-1
10-1250-100-110-14		TITLE I SALARIES 2021-22		0.00	0.00	9,048.50	(9,048.50)	0.00	10-1250-110-100-14
10-1250-221-110-14		TITLE I PROF DEV STIPEND		0.00	0.00	3,309.82	(3,309.82)	0.00	10-1250-110-221-14
10-1250-100-211-14		TITLE I/TRS - 9.85%		0.00	0.00	142.08	(142.08)	0.00	10-1250-211-100-14
10-1250-212-100-14		TITLE I SALARIES 2021-22 (51B)		100.00	0.00	52.48	47.52	52.48	10-1250-212-100-14
10-1250-100-220-14		TITLE I/MS BENEFITS		0.00	0.00	1,532.92	(1,532.92)	0.00	10-1250-220-100-14
10-1255-300-100-15		COMM SERV/RD NIGHT - SAL		0.00	0.00	0.00	0.00	0.00	10-1255-100-300-15
10-1255-100-110-15		TITLE I-SALARIES/2022-23		57,549.00	7,193.63	37,093.13	20,455.87	64.45	10-1255-110-100-15
10-1255-100-211-15		TITLE I/TRS-10.41%		2,663.00	112.95	698.29	1,964.71	26.22	10-1255-211-100-15
10-1255-211-300-15		COMM SERV/RD NIGHT - SAL (388B)		0.00	0.00	0.00	0.00	0.00	10-1255-211-300-15
10-1255-212-100-15		TITLE I-SALARIES/2022-23 (51B)		1,000.00	41.73	223.05	776.95	22.31	10-1255-212-100-15
10-1255-212-300-15		COMM SERV/RD NIGHT - SAL (35B)		0.00	0.00	0.00	0.00	0.00	10-1255-212-300-15
10-1255-100-220-15		TITLE I-MS BENEFITS		9,910.00	1,238.19	6,728.19	3,183.81	67.87	10-1255-220-100-15
10-1255-220-300-15		COMM SERV/RD NIGHT - SAL (46B)		0.00	0.00	0.00	0.00	0.00	10-1255-220-300-15
10-1255-221-300-15		TITLE I/IMPROV/INST		11,549.00	181.94	6,172.38	5,376.62	53.45	10-1255-300-221-15
10-1255-300-300-15		TITLE I/COM SERV/PURCH SER		5,750.00	0.00	0.00	5,750.00	0.00	10-1255-300-300-15
10-1255-100-310-15		TITLE I/SOFTWARE		3,429.00	0.00	0.00	3,429.00	0.00	10-1255-310-100-15
10-1255-221-400-15		IMPROV OF INST/SUPP		1,500.00	1,409.06	2,750.81	(1,250.81)	183.39	10-1255-400-221-15
10-1255-290-400-15		TITLE I/HOMELESS		200.00	0.00	0.00	200.00	0.00	10-1255-400-290-15
10-1255-100-410-15		TITLE I-SUPPLIES		1,500.00	492.76	7,805.26	(6,305.26)	520.35	10-1255-410-100-15
10-1255-100-410-15		TITLE I/COM SERV SUPL		2,909.00	0.00	1,508.10	1,400.90	51.84	10-1255-410-300-15
10-1255-100-410-15		TECH SALARIES		10,000.00	455.00	7,270.00	2,730.00	72.70	10-1400-110-1
10-1400-110-1		TECH SUPPLIES		3,600.00	0.00	0.00	1,000.00	0.00	10-1400-300-1
10-1408-300-1		TECH/PURCH. SERVICES		1,000.00	0.00	679.71	2,920.29	18.88	10-1408-410-1
10-1408-411-1		TECH/SUPPORT LIC-AGRMNT		52,000.00	8,226.80	41,513.65	10,486.35	79.83	10-1408-411-1
10-1408-412-1		TECH/SOFTWARE		4,000.00	419.69	1,598.82	2,401.18	39.97	10-1408-412-1
10-1408-425-1		REAP/2020		14,000.00	0.00	9,894.75	4,105.25	70.68	10-1408-424-1

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Education Fund	10	Instruction	1000	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-1408-426-1		REAP/2021	0.00	0.00	29,872.6	(29,872.63)	0.00	10-1408-424-1		
10-1408-540-1		TECH/EQUIP PURCHASES	1,500.00	0.00	0.00	1,500.00	0.00	10-1408-540-1		
10-1510-410-1		ATHLETIC BOOSTER /PURCH.	1,000.00	0.00	0.00	0.00	0.00	10-1510-410-1		
10-1520-110-1		JRH ATHLETIC SALARY	22,000.00	1,392.6	525,756.9	(3,756.99)	117.08	10-1520-110-1		
10-1520-211-1		JRH ATHLETIC SALARY (38B)	400.00	12.45	9,225.69	174.31	56.42	10-1520-211-1		
10-1520-212-1		JRH ATHLETIC SALARY (51B)	50.00	4.59	83.30	(33.30)	166.60	10-1520-212-1		
10-1520-220-1		JRH ATHLETIC SALARY (46B)	1,800.00	239.95	1,742.23	57.77	96.79	10-1520-220-1		
10-1520-332-1		JRH-TRAVEL	300.00	0.00	136.06	163.94	45.35	10-1520-332-1		
10-1520-410-1		JRH GIRLS BSKT	4,000.00	1,590.00	1,828.97	2,171.03	45.72	10-1520-410-1		
10-1520-411-1		JRH GIRLS VOLLEYBALL	4,000.00	0.00	1,904.90	2,095.10	47.62	10-1520-411-1		
10-1520-412-1		JRH BOYS BASEBALL	4,000.00	0.00	1,050.00	2,950.00	26.25	10-1520-412-1		
10-1520-413-1		JRH BOYS BASKETBALL	4,000.00	(1,450.00)	1,506.92	2,493.08	37.67	10-1520-413-1		
10-1520-600-1		JRH - OTHER EXPENSES	1,300.00	0.00	661.28	638.72	50.87	10-1520-600-1		
1000	Instruction		1,383,090.00	159,723.38	1,099,537.73	283,552.27	79.50	* Function		
Support Services										
10-2110-300-1		SOCIAL WORKER PURCH SERV	25,000.00	2,795.00	19,565.00	5,435.00	78.26	10-2110-300-1		
10-2130-300-1		HEALTH SERVICES	3,500.00	70.00	1,740.00	1,760.00	49.71	10-2130-300-1		
10-2130-410-1		SCH. HEALTH SUPPLIES	0.00	78.04	215.25	(215.25)	0.00	10-2130-410-1		
10-2140-110-1		PSYCHOLOGY-SALARY	46,500.00	0.00	6,666.66	39,833.34	14.34	10-2140-110-1		
10-2140-211-1		PSYCHOLOGY-SALARY (39B)	500.00	0.00	104.68	395.32	20.94	10-2140-211-1		
10-2140-110-211-1		PSYCHTRS-THIS BENEFIT	400.00	0.00	0.00	400.00	0.00	10-2140-110-1		
10-2140-212-1		PSYCHOLOGY-SALARY (51B)	200.00	0.00	38.68	161.32	19.34	10-2140-212-1		
10-2140-110-212-1		PSYCHTRS-MEC BENEFIT	140.00	0.00	0.00	140.00	0.00	10-2140-212-1		
10-2140-220-1		PSYCH-BENEFINS.	9,910.00	0.00	1,532.92	8,377.08	15.47	10-2140-220-1		
10-2140-410-1		PSYCH-SUPPLIES	200.00	0.00	0.00	200.00	0.00	10-2140-410-1		
10-2150-410-1		SPEECH-SUPPLIES	200.00	0.00	0.00	200.00	0.00	10-2150-410-1		
10-2210-100-3-1		TITLE I/UTOR (388B)	0.00	3,200.00	4,720.00	(4,720.00)	0.00	10-2210-100-3-1		
10-2210-211-3-1		TITLE I/UTOR (35B)	0.00	33.10	49.41	(49.41)	0.00	10-2210-211-3-1		
10-2210-212-3-1		TITLE I/UTOR (46B)	0.00	13.68	20.66	(20.66)	0.00	10-2210-212-3-1		
10-2210-220-3-1		TITLE II (4832) IMPROV INSTRUC	0.00	640.88	1,000.72	(1,000.72)	0.00	10-2210-220-3-1		
10-2210-400-2-1		TITLE II (4832) SUPPL	7,046.00	0.00	3,643.29	3,402.71	51.71	10-2210-400-1		
10-2210-400-4-1		TITLE IV-(4400) SUPPLIES	800.00	0.00	0.00	800.00	0.00	10-2210-400-1		
10-2220-110-1		LIBRARY - SALARY	10,000.00	914.33	11,024.75	(1,024.75)	110.25	10-2220-110-1		
10-2220-220-1		LIBRARY-BENEFINS	20,000.00	3,003.00	17,791.87	2,208.13	88.96	10-2220-220-1		
10-2220-410-1		LIBRARY SUPPLIES	9,910.00	1,238.19	6,136.87	3,773.13	61.93	10-2220-410-1		
10-2220-430-1		LIBRARY BOOKS	200.00	0.00	23.99	176.01	12.00	10-2220-430-1		
10-2220-432-1		AV MATERIALS	500.00	0.00	369.52	130.48	73.90	10-2220-432-1		
10-2310-310-1		BD OF EDUC-PURCH SERV.	7,579.00	480.00	4,390.00	3,189.00	57.92	10-2310-310-1		
10-2310-318-1		BD OF EDUC-LEGAL	7,500.00	400.00	4,008.05	3,491.95	53.44	10-2310-318-1		
10-2310-319-1		BANK & WIRE CHGS.	50.00	0.00	0.00	50.00	0.00	10-2310-319-1		

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Function	Description	2020	Support Services	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-2310-332-1	BD OF ED-TRAVEL	100.00		0.00	0.00	0.00	100.00	0.00	10-2310-332-1
10-2310-340-1	BD OF EDUC.-POSTAGE	1,600.00		0.00	533.60	533.60	1,066.40	33.35	10-2310-334-1
10-2310-350-1	ADVERTISING	1,750.00		0.00	777.36	777.36	972.64	44.42	10-2310-350-1
10-2310-410-1	SUPPLIES	15,000.00		1,181.10	9,357.04	9,357.04	5,642.96	62.38	10-2310-410-1
10-2310-610-1	MISC./OTHER	1,500.00		0.00	312.64	312.64	1,187.36	20.84	10-2310-610-1
10-2310-640-1	DUES & FEES	2,000.00		0.00	980.00	980.00	1,020.00	49.00	10-2310-640-1
10-2310-690-1	MISC-CONVENTION	14,000.00		50.00	8,137.76	8,137.76	5,862.22	58.13	10-2310-690-1
10-2320-110-1	SUPT SALARY	54,000.00		15,000.00	98,295.72	98,295.72	(44,295.72)	182.03	10-2320-110-1
10-2320-115-1	SUPT SECY/CO-OP STU	18,000.00		6,031.83	29,949.07	29,949.07	(11,949.07)	166.38	10-2320-115-1
10-2320-211-1	SUPT SALARY (39B)	2,715.00		235.50	1,516.48	1,516.48	1,198.52	55.86	10-2320-211-1
10-2320-212-1	TRS BENEFIT EXPENSE	700.00		87.00	560.23	560.23	139.77	80.03	10-2320-212-1
10-2320-110-212-1	TRSN/NEW EMPLOY CONTR.	10,000.00		1,560.11	(19.11)	(19.11)	1,513.45	84.87	10-2320-212-110-1
10-2320-220-1	EMPL BENEFNS	750.00		0.00	8,486.55	8,486.55	750.00	0.00	10-2320-332-1
10-2320-332-1	TRAVEL	800.00		0.00	308.55	308.55	(308.55)	0.00	10-2320-410-1
10-2320-410-1	OFFICE SUPL./SUBSCRIP	161,000.00		5,125.01	1,323.07	1,323.07	(523.07)	165.38	10-2320-640-1
10-2410-110-1	DUES & FEES	30,000.00		5,400.33	71,624.99	71,624.99	89,375.01	44.49	10-2410-110-1
10-2410-115-1	ELEM.PRINC.-SALARY	2,664.00		80.47	418.03	418.03	2,245.97	15.69	10-2410-115-1
10-2410-211-1	ELEM.PRINC.-SALARY (39B)	2,037.00		1,641.92	154.44	154.44	860.56	15.22	10-2410-211-1
10-2410-212-1	ELEM.PRINC.-SALARY (48B)	11,110.00		0.00	9,685.24	9,685.24	(7,648.24)	475.47	10-2410-220-1
10-2410-220-1	ELEM.PRINC.-BENEFNS.	100.00		0.00	0.00	0.00	11,110.00	0.00	10-2410-220-1-1
10-2410-600-1	OTHER MISC. EXPENSE	300.00		0.00	0.00	0.00	300.00	0.00	10-2410-300-1
10-2410-340-1	ELEM.-POSTAGE	0.00		0.00	419.95	419.95	(419.95)	0.00	10-2410-340-1
10-2410-410-1	ELEM.OFFICE SUPPLIES	2,500.00		84.55	2,168.88	2,168.88	331.12	86.76	10-2410-410-1
10-2410-640-1	ELEM.PRINC.-DUES & FEES	500.00		0.00	309.00	309.00	191.00	61.80	10-2410-640-1
10-2490-110-1	DEAN OF STUDENT SALARY	0.00		6,875.00	43,541.68	43,541.68	(43,541.68)	0.00	10-2490-110-1
10-2490-211-1	DEAN OF STUDENTS.-SALARY (39B)	0.00		107.91	683.48	683.48	(683.48)	0.00	10-2490-211-1
10-2490-212-1	TRS	0.00		39.88	252.53	252.53	(252.53)	0.00	10-2490-212-1
10-2490-220-1	ELEM.PRINC.-SALARY (39B) TRS	0.00		1,055.80	5,751.41	5,751.41	(5,751.41)	0.00	10-2490-220-1
10-2510-110-1	DEAN OF STUDENTS - BENEFNS.	58,000.00		6,975.00	47,599.50	47,599.50	10,410.50	82.05	10-2510-110-1
10-2510-220-1	SALARY-BOOKKEEPER	9,910.00		1,238.19	7,664.87	7,664.87	2,245.13	77.34	10-2510-220-1
10-2510-300-1	EMPLOYEE BENE INS	150.00		0.00	0.00	0.00	150.00	0.00	10-2510-300-1
10-2510-332-1	PURCHASED SERVICES	875.00		0.00	0.00	0.00	875.00	0.00	10-2510-332-1
10-2510-350-1	TRAVEL	1,275.00		0.00	0.00	0.00	1,275.00	0.00	10-2510-652-1
10-2520-300-1	BOOKKEEPER FIDELITY BOND	13,000.00		0.00	12,500.00	12,500.00	500.00	96.15	10-2520-300-1
10-2540-340-1	FISCAL SERVICES/AUDIT	8,100.00		656.24	5,559.83	5,559.83	2,540.17	68.64	10-2540-340-1
10-2560-110-1	UTIL-TELEPHONE	62,500.00		6,842.75	44,079.77	44,079.77	18,420.23	70.53	10-2560-110-1
10-2560-110-1	CAFETERIA SALARIES								

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Education Fund	2000	Support Services	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
10-2560-220-1	EMPLOYEE BENE INS	29,800.00	2,476.38	16,560.00	13,220.00	55.64	10-2560-220-1	
10-2560-300-1	CAFETERIA/PURCH SERVICES	5,000.00	40.00	390.00	4,610.00	7.80	10-2560-300-1	
10-2560-323-1	REPAIRS/MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00	10-2560-323-1	
10-2560-332-1	TRAVEL	200.00	0.00	190.00	10.00	95.00	10-2560-332-1	
10-2560-410-1	SUPL.-OTHER(NON FOOD)	10,000.00	32.35	10,329.75	(329.75)	103.30	10-2560-410-1	
10-2560-411-1	SUPPLIES-FOOD ITEMS	70,000.00	6,876.99	53,965.56	16,034.44	77.09	10-2560-411-1	
10-2560-540-1	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00	10-2560-540-1	
10-2560-600-1	MISC OTHER EXPENSES	800.00	0.00	1,361.30	(561.30)	170.16	10-2560-600-1	
10-2660-600-1	DATA PROC./COPIER RENTAL	7,600.00	753.15	6,646.72	953.28	87.46	10-2660-600-1	
2000	Support Services	776,666.00	83,443.21	617,711.11	158,974.89	79.53	* Function	
Nonprogrammed Charges								
10-4120-320-1	TUITION PMTS-WCISEC	55,000.00	744.00	19,663.61	35,316.39	35.79	10-4120-320-1	
4000	Nonprogrammed Charges	55,000.00	744.00	19,663.61	35,316.39	35.79	* Function	
10	Education Fund	2,214,776.00	243,910.59	1,736,932.45	477,843.55	78.42	Fund	
Support Services								
20-2540-110-1	OBM-REG SALARIES	100,000.00	15,300.36	106,315.94	(6,315.94)	106.32	20-2540-110-1	
20-2540-110-2	OBM-ESSR 2 SALARIES	3,210.00	0.00	1,767.50	1,442.50	55.06	20-2540-110-2	
20-2540-120-1	OBM/SUB SALARIES	1,000.00	0.00	0.00	1,000.00	0.00	20-2540-120-1	
20-2540-220-1	OBM-BENEFNS.	19,850.00	3,714.57	21,654.13	(1,804.13)	109.09	20-2540-220-1	
20-2540-220-2	OBM-ESSR 2 BENEFITS	1,450.00	0.00	0.00	1,450.00	0.00	20-2540-220-2	
20-2540-300-1	PURCHASED SERVICES	63,000.00	805.01	26,573.51	36,426.49	42.18	20-2540-300-1	
20-2540-300-2	OBM-ESSR 2 PURCHASE SERVICES	3,676.00	0.00	0.00	3,676.00	0.00	20-2540-300-2	
20-2540-300-2	UTIL.-HEATING	40,000.00	3,480.55	21,478.73	18,521.27	53.70	20-2540-321-1	
20-2540-327-1	OBM/UTIL-ELECTRIC	82,000.00	5,920.16	73,365.02	8,634.98	89.47	20-2540-327-1	
20-2540-328-1	OBM/UTIL-WATER & SEWAGE	7,000.00	642.40	5,566.95	1,433.05	79.53	20-2540-328-1	
20-2540-332-1	TRAVEL	2,000.00	180.13	1,668.33	331.67	83.42	20-2540-332-1	
20-2540-334-1	UNIT TRUCK EXPENSE	500.00	0.00	0.00	500.00	0.00	20-2540-334-1	
20-2540-410-1	OBM-CUSTODIAL SUPPLIES	5,200.00	757.31	9,440.70	(4,240.70)	181.55	20-2540-410-1	
20-2540-411-1	REPAIRS/MAINT SUPPLIES	30,000.00	328.54	14,396.37	15,603.63	47.99	20-2540-411-1	
20-2540-411-2	OBM-ESSR 2 BLDG SUPPLIES	0.00	0.00	1,345.04	(1,345.04)	0.00	20-2540-411-2	
20-2540-413-8	IDEA/ARP GRANT SUPPLIES	21,475.00	0.00	605.61	20,869.39	2.82	20-2540-413-8	
20-2540-540-1	OBM-CAPITAL OUTLAY	10,000.00	0.00	6,380.00	3,620.00	63.80	20-2540-540-1	
20-2540-540-2	OBM-ESSR 2 CAP PROJECTS	124,772.00	46,236.07	427,347.14	(302,575.14)	342.50	20-2540-540-2	
20-2540-600-1	OBM-OTHER EXP.	0.00	0.00	1,754.33	(1,754.33)	0.00	20-2540-600-1	
2000	Support Services	515,133.00	77,365.10	719,659.30	(204,526.30)	139.70	* Function	
20	Oper, Build, & Maint Fund	515,133.00	77,365.10	719,659.30	(204,526.30)	139.70	Fund	
Debt Services								

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La Harpe CSD 347 Expenditure Report - Bc

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La Harpe CSD 347

Debt Service Fund or Fund Group 30		Debt Services		Y.T.D.		Budget		% of		State Account Number	
Function	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	Budget					
30-5200-621-1	DEBT SERVICE-INT EXPENSE/LONG TERM	32,959.20	0.00	17,065.20	15,894.00	51.78	30-5200-621-1				
30-5300-650-1	DEBT SERVICES-PRINCIPAL LONG TERM	183,000.00	0.00	183,000.00	0.00	100.00	30-5300-650-1				
30-5400-655-1	DEBT SERVICE-OTHER (AGENT FEE)	500.00	0.00	500.00	0.00	100.00	30-5400-655-1				
5000	Debt Services	216,459.20	0.00	200,565.20	15,894.00	92.66	* Function				
30	Debt Service Fund or Fund Group	216,459.20	0.00	200,565.20	15,894.00	92.66	Fund				
Support Services											
40-2550-110-1	TRANSP-REG. SALARY	115,000.00	13,617.70	83,890.75	31,109.25	72.95	40-2550-110-1				
40-2550-211-1	TRANSP-REG. SALARY (388B)	0.00	25.82	25.82	(25.82)	0.00	40-2550-211-1				
40-2550-212-1	TRANSP-REG. SALARY (51B)	0.00	9.54	9.54	(9.54)	0.00	40-2550-212-1				
40-2550-220-1	TRANSP-BENEFINS.	9,910.00	1,666.07	8,092.75	1,817.25	81.66	40-2550-220-1				
40-2550-300-1	LABOR REPAIR/PARTS	10,000.00	753.87	5,704.24	4,295.76	57.04	40-2550-300-300-1				
40-2550-310-1	HEALTH SERVICES	1,700.00	419.00	1,480.19	219.81	87.07	40-2550-310-1				
40-2550-315-1	TRANSP./PURCH SERVICES	1,000.00	0.00	0.00	1,000.00	0.00	40-2550-315-1				
40-2550-332-1	TRAVEL	200.00	0.00	220.34	(20.34)	110.17	40-2550-332-1				
40-2550-411-1	GASOLINE & DIESEL	38,000.00	8,582.34	30,092.39	7,907.61	79.19	40-2550-411-1				
40-2550-412-1	OIL & GREASE	0.00	0.00	18.78	(18.78)	0.00	40-2550-412-1				
40-2550-413-1	TIRES & TUBES	1,000.00	966.12	2,362.00	(1,362.00)	236.20	40-2550-413-1				
40-2550-414-1	TRANSP/CELLULAR PHONE	2,300.00	0.00	811.20	1,488.80	35.27	40-2550-414-1				
40-2550-550-1	CAPITAL OUTLAY-VEHICLES	78,031.00	0.00	74,030.76	4,000.24	94.87	40-2550-550-1				
40-2550-600-1	OTHER EXPENSE	2,500.00	189.25	1,999.80	600.20	75.99	40-2550-600-1				
2000	Support Services	259,641.00	26,228.71	208,638.56	51,002.44	80.36	* Function				
40	Transportation Fund	259,641.00	26,228.71	208,638.56	51,002.44	80.36	Fund				
Instruction											
50-1101-212-1	ELEM.AIDES/IMRF	7,004.00	878.67	5,315.98	1,688.02	75.90	50-1101-212-1				
50-1101-213-1	ELEM. AIDES/FICA	4,469.00	769.28	4,435.54	33.46	99.25	50-1101-213-1				
50-1101-214-1	ELEM/GRH TCH-MED ONLY	8,200.00	900.78	5,735.99	2,464.01	69.95	50-1101-214-1				
50-1125-212-100-10	PRE KKAIDE SALARY 2019-20 (33B)	1,900.00	0.00	3.84	1,896.16	0.20	50-1125-212-100-10				
50-1125-212-100-11	PRE KKAIDE SALARY 2019-20 (33B)	420.00	267.35	1,337.59	(917.59)	318.47	50-1125-212-100-11				
50-1125-213-100-10	PRESC/HAIDE SAL. 2020-21 (33B)	945.00	0.00	2.45	942.55	0.26	50-1125-213-100-10				
50-1125-213-100-11	PRE KKAIDE SALARY 2019-20 (FFR)	200.00	188.49	895.04	(695.04)	447.52	50-1125-213-100-11				
50-1125-214-100-10	PRESC/HAIDE SAL. 2020-21 (FR)	630.00	0.00	123.59	506.41	19.62	50-1125-214-100-10				
50-1125-214-100-11	PRE K/TCH SALARY 2019-20 (MR)	160.00	94.32	483.24	(323.24)	302.03	50-1125-214-100-11				
50-1205-212-1	LD AIDES/IMRF	14,175.00	1,158.47	8,207.98	5,967.02	57.90	50-1205-212-1				
50-1205-213-1	LD AIDES/FICA	7,350.00	816.80	5,430.68	1,919.32	73.89	50-1205-213-1				
50-1250-214-100-14	LD TCH/MEDICARE ONLY	1,325.00	144.90	922.05	402.95	69.59	50-1205-214-1				
50-1255-212-100-15	TITLE I SALARIES 2020-21 (33B)	250.00	0.00	131.20	(131.20)	0.00	50-1250-214-100-14				
					250.00	0.00	50-1255-212-100-15				

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La Harpe CSD 347 Expenditure Report - Bc

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La Harpe CSD 347

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Report as of: 3/31/2023

Function Account	Description	2000	Support Services	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
80-2367-100-1			TORTIED, INSPECT, SUPERV, SERV	117,555.00	0.00	0.00	117,555.00	0.00	80-2367-100-1
2000	Support Services			184,055.00	0.00	69,473.33	114,581.67	37.75	Function
80	Tort Immunity and Judgment Fund			184,055.00	0.00	69,473.33	114,581.67	37.75	Fund
	Support Services			25,000.00	0.00	6,140.00	18,860.00	24.56	90-2530-300-1
90-2530-300-1			FIRE PREV & SAFETY/ PURCH SERV	25,000.00	0.00	6,140.00	18,860.00	24.56	Function
2000	Support Services			25,000.00	0.00	6,140.00	18,860.00	24.56	Function
90	Capital Improvement Fund			25,000.00	0.00	6,140.00	18,860.00	24.56	Fund
	Report Total:			3,542,405.20	363,222.07	3,042,346.83	500,058.57	85.88	

Paid Accounts Payable by Check Number

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 La Harpe CSD 347
 Expense on Date: 4/13/2023 to 4/13/2023

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check #	Expense Date	Check Date	Amount	State Account #
453459	10-2560-410-1	AREA DISTRIBUTORS INC.	CAFETERIA	13		90465	4/13/23	90465	459.58	10-2560-410-1
						Total			459.58	
42609	40-2550-300-1	CLOVER'S TIRE SHOP	SERVICE VAN	13		90466	4/13/23	90466	77.00	40-2550-300-300-1
42570	40-2550-300-1		BRAKE HOSE BUS #8	13		90466	4/13/23	90466	135.06	40-2550-300-300-1
						Total			212.06	
03/30/2023	20-2540-327-1	CONSTELLATION NEWENERGY	OBM/UTIL-ELECTRIC	13		90467	4/13/23	90467	5,237.95	20-2540-327-1
						Total			5,237.95	
112058	10-2560-300-1	COPPER TERMITE & PEST	CAFETERIA PEST SERVICE	13		90468	4/13/23	90468	40.00	10-2560-300-1
						Total			40.00	
10646333131	10-1408-426-1	DELL MARKETING L.P.	DVD DRIVES	13		90469	4/13/23	90469	350.47	10-1408-424-1
10647961918	10-2210-400-4-1		3 LAPTOPS	13		90469	4/13/23	90469	2,108.31	10-2210-400-4-1
						Total			2,458.78	
1216269	10-2310-410-1	DES MOINES STAMP MFG.CO.	NAME PLATE - DEETER	13		90470	4/13/23	90470	32.00	10-2310-410-1
						Total			32.00	
AR216109	10-2660-600-1	DIGITAL COPY SYSTEMS	DATA PROC./COPIER RENTAL	13		90471	4/13/23	90471	909.02	10-2660-600-1
						Total			909.02	
03/31/2023	10-2560-411-1	EARTHGRAINS/BIMBO BAKERIE	CAFETERIA	13		90472	4/13/23	90472	599.62	10-2560-411-1
						Total			599.62	
16-587250	20-2540-300-1	GETZ FIRE EQUIPMENT	TANK INSPECTION	13		90473	4/13/23	90473	206.00	20-2540-300-1
						Total			206.00	
300890193	10-2310-350-1	HANCOCK CO JOURNAL PILOT	PLOT BIDS - AD	13		90474	4/13/23	90474	34.00	10-2310-350-1
						Total			34.00	
03/31/2023	10-2310-350-1	HANCOCK-HENDERSON QUILL	PLOT BIDS - AD	13		90475	4/13/23	90475	70.00	10-2310-350-1
04/05/2023	10-2310-350-1		SPEC ED PUBLIC MTG NOTICE	13		90475	4/13/23	90475	21.09	10-2310-350-1
						Total			91.09	
03/31/2023	20-2540-328-1	JACKSON DISPOSAL - LRS	OBM/UTIL-GARBAGE	13		90476	4/13/23	90476	248.05	20-2540-328-1
						Total			248.05	
04/13/2023	10-2310-310-1	KAREN NUDD	TREASURER DUTIES	13		90477	4/13/23	90477	480.00	10-2310-310-1
						Total			480.00	
03/15/2023	10-1101-413-1	KIDDER MUSIC SERVICE INC.	BAND REPAIRS & SUPL	13		90478	4/13/23	90478	106.50	10-1101-413-1
						Total			480.00	

Paid Accounts Payable by Check Number

Printed: 04/13/2023 4:04:59PM
 La Harpe CSD 347
 Expense on Date: 4/13/2023 to 4/13/2023

Invoice # A.S.N. Vendor Name Description Batch # P.O. # Check Date on Date Check Expense Check Amount State Account #

03/31/2023	10-2560-411-1	KOHL GROCER	CAFETERIA	13		4/13/23	4/13/23	90479	106.50	10-2560-411-1
								Total	6,030.10	
04/01/2023	10-2540-340-1	LA HARPE TELEPHONE CO.	UTIL-TELEPHONE	13		4/13/23	4/13/23	90480	651.95	10-2540-340-1
								Total	6,030.10	
03/31/2023	20-2540-328-1	LA HARPE WATERWORKS	OBM/UTIL-WATER & SEWAGE	13		4/13/23	4/13/23	90481	369.63	20-2540-328-1
								Total	651.95	
9310499542	20-2540-411-1	LAWSON PRODUCTS, INC.	REPAIRS/MAINT SUPPLIES	13		4/13/23	4/13/23	90482	103.35	20-2540-411-1
								Total	369.63	
41472	40-2550-300-1	MELTON'S AUTO	BUS #1 CAMERA	13		4/13/23	4/13/23	90483	529.30	40-2550-300-300-1
								Total	103.35	
71814	20-2540-411-1	MENARDS	REPAIRS/MAINT SUPPLIES	13		4/13/23	4/13/23	90484	75.93	20-2540-411-1
								Total	529.30	
103551	10-2310-318-1	MILLER, TRACY, BRAUN, FUNK, BD OF EDUC.-LEGAL		13		4/13/23	4/13/23	90485	811.25	10-2310-318-1
								Total	75.93	
0323108	20-2540-321-1	MODERN ENERGY MANAGEMEI	UTIL.-HEATING	13		4/13/23	4/13/23	90486	1,669.96	20-2540-321-1
								Total	811.25	
365192776	10-1101-411-9-1	PEPPER & SON, INC.	JRH BAND & CHORAL MUSIC	13		4/13/23	4/13/23	90487	29.99	10-1101-411-9-1
								Total	1,669.96	
10179	20-2540-300-1	PLUMBING ETC	REPAIR FROZEN WATER LINES	13		4/13/23	4/13/23	90488	65.00	20-2540-300-1
								Total	29.99	
4/1/2023	10-2560-411-1	PRAIRIE FARMS DAIRY	CAFETERIA	13		4/13/23	4/13/23	90489	2,025.98	10-2560-411-1
								Total	65.00	
61955	10-1408-411-1	QUALITY NETWORK SOLUTION:	MONTHLY CONTRACT INVOICE	13		4/13/23	4/13/23	90490	3,478.50	10-1408-411-1
68230	10-1408-426-1		QUARTERLY CLOUD COVERAGE	13		4/13/23	4/13/23	90490	142.98	10-1408-424-1
								Total	3,621.48	
00226	10-2310-610-1	RAMSEY FINANCIAL SERVICES	DEETER NOTARY BOND	13		4/13/23	4/13/23	90491	30.00	10-2310-610-1
								Total	30.00	
04/01/2023	10-2560-411-1	SYSCO CENTRAL ILLINOIS	CAFETERIA	13		4/13/23	4/13/23	90492	1,026.58	10-2560-411-1
								Total	30.00	

Paid Accounts Payable by Check Number

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Expense on Date: 4/13/2023 to 4/13/2023

Invoice # A.S.N. Vendor Name Description Batch # P.O. # Check Date Expense on Date Check # Amount State Account #

5454857-0	20-2540-411-2	WAREHOUSE DIRECT	STUDENT DESKS - 68	13		4/13/23	4/13/23	90493	19,748.96	20-2540-411-2	1,026.58
Total											
3/20/2023	10-4120-320-1	WEST CENT.ILL.SPEC.ED.	TUITION PMTS - JAN	13		4/13/23	4/13/23	90494	3,798.31	10-4120-320-1	
04/01/2023	10-4120-320-1		PER CAPITA - APR	13		4/13/23	4/13/23	90494	369.00	10-4120-320-1	
04/01/2023	10-4120-320-1		FLAT FEE - APR	13		4/13/23	4/13/23	90494	56.00	10-4120-320-1	
04/01/2023	10-4120-320-1		OT-PT - APR	13		4/13/23	4/13/23	90494	319.00	10-4120-320-1	
04/01/2023	10-2110-300-1		SOCIAL WORKER PURCH SERV - APF	13		4/13/23	4/13/23	90494	2,795.00	10-2110-300-1	
04/01/2023	10-1205-410-4-1		ARRA IDEA PART B FLOW THROUGH	13		4/13/23	4/13/23	90494	6,891.00	10-1205-410-4-1	
04/01/2023	10-1205-410-3-1		ARRA IDEA PART B PRESCH - APR	13		4/13/23	4/13/23	90494	283.00	10-1205-410-3-1	
Total											
34150	40-2550-411-1	WEST CENTRAL FS, INC.	1319 GL GAS @ 3.55/GL	13		4/13/23	4/13/23	90495	5,262.15	40-2550-411-1	

Report Total

14,511.31
5,262.15
\$67,677.57

Balance Sheet

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La Harpe CSD 347

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Report as of: 4/11/2023

Agency Fund or Fund Group 99		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account Class	Description				
100	Current Assets	14,504.18	65.33	14,569.51	99-112
	ACTIVITY CASH IN BANK	14,504.18	65.33	14,569.51	* Account Class
	Current Assets	14,504.18	65.33	14,569.51	
	CONCESSIONS	(2,515.02)	(62.75)	(2,577.77)	99-481-1000-99
	JH GIRLS BASKETBALL	(0.14)	0.00	(0.14)	99-481-1200-99
	JH BASEBALL	(84.56)	0.00	(84.56)	99-481-1300-99
	JH VOLLEYBALL	(766.54)	0.00	(766.54)	99-481-1400-99
	JH BOYS BASKETBALL	(295.79)	0.00	(295.79)	99-481-1500-99
	REGIONAL TOURNAMENT	(6,552.50)	0.00	(6,552.50)	99-481-1600-99
	NOW INTEREST	(114.88)	(2.58)	(117.46)	99-481-2100-99
	MEMORIAL FUND	(189.00)	0.00	(189.00)	99-481-2200-99
	IN MEMORY	(310.00)	0.00	(310.00)	99-481-2250-99
	JUNIOR HIGH	(1,267.80)	0.00	(1,267.80)	99-481-2300-99
	BAND/MUSIC	(1,387.68)	0.00	(1,387.68)	99-481-2400-99
	LIBRARY	(659.92)	0.00	(659.92)	99-481-2500-99
	DRAMA	(3.75)	0.00	(3.75)	99-481-2600-99
	STUDENT COUNCIL FUND	(7.45)	0.00	(7.45)	99-481-2700-99
	PBIS	(149.48)	0.00	(149.48)	99-481-2800-99
	L.A.P.D	(133.06)	0.00	(133.06)	99-481-2900-99
	PLOTTER	(66.61)	0.00	(66.61)	99-481-2950-99
400	Current Liabilities	(14,504.18)	(65.33)	(14,569.51)	* Account Class
99	Agency Fund or Fund Group	0.00	0.00	0.00	Fund
	Report Total:	0.00	0.00	0.00	

April 4, 2023

Dear La Harpe School Board,

Please accept this letter as formal notification that I am resigning from my position as a part-time custodian at La Harpe Community School District 347. My last day will be Wednesday, May 24, 2023.

Thank you for the opportunity to work in this position for the past nine years.

Sincerely,

Laura Kneiss

Laura Kneiss

Resignation

Katie Rittenhouse <katie@laharpeeagles.com>
To: Janet Gladu <jgladu@laharpeeagles.com>

Fri, Mar 24, 2023 at 11:30 AM

Dear Dr Gladu,

I am writing to inform you I will be leaving Laharpe Community School District due to personal reasons effective immediately.

Thank you for the experience to work with the school district.

Thanks, Katie Rittenhouse

LA HARPE COMMUNITY SCHOOL DISTRICT 347

Employee Handbook



2023-2024

DRAFT

WELCOME

Welcome to your Staff Handbook. The vision of the La Harpe Community School District #347 is to build the future one child at a time. We realize that this can only be accomplished through a staff committed to student success.

Your work is important. You provide education to 21st century learners in their classroom and help them reach their highest learning potential.

Thank you for your dedication to our students and our schools.

Sincerely,

Dr. Janet L. Gladu
Superintendent
email: jgladu@laharpeeagles.com
(217) 659-7739

Ryan Hopper
Dean of Students
email: rhopper@laharpeeagles.com
(217)659-3713

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DRAFT

INTRODUCTION

It is the Board of Education's desire that employees be managed in accordance with the law, all applicable board policies, the La Harpe Education Association Contract and the staff handbook. Employees should know that the Board of Education supports them in their enforcement of the following policies and procedures to ensure that students are offered a safe and clean environment that is conducive for learning and working.

This document is intended to provide a reference for personnel related policies and procedures for employees in District 347. This handbook is a compendium of Board policies and practices that govern the relationship between the employee and the District. The Board policies can be found on the District website – www.laharpeeagles.com. This handbook is not a comprehensive summary of the Board policies; therefore, employees should review all Board policies. If there is any contradiction between this handbook and the Board policies, the Board policies shall control. To the extent there is any conflict between this handbook and federal or state law, the latter shall control. Should you have any questions or suggestions, please submit them via email to the district superintendent.

This is not a contract. Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, or no reason at all, other than a reason prohibited by law. Nothing in these policies is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, or procedure implies, or may be construed to imply, an obligation of the District or any employment contract where one does not exist. This handbook is not an offer of employment. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied from anything in these policies.

The District reserves the right to unilaterally modify, revise, amend, replace, or eliminate this handbook or any policy at its discretion at any time without notice to the employees.

This handbook was created with the intent of providing information about La Harpe CSD #347 procedures to staff members/employees. It should be read so that you will be informed of the major procedures and policies within the district. All of the rules, regulations, and suggestions have been approved by the La Harpe CSD #47 Board of Education and in line with the contractual agreement between La Harpe CSD #347 and La Harpe Education Association.

Please retain this handbook and other such information as may be sent to you from time to time in a safe place that is easily accessible to you.

This handbook contains both Administrative Procedures and Board policies. Board of Education policies can be obtained online at www.laharpeeagles.org. It is the expectation that all staff member (certified, non-certified, and support staff) will adhere to the policies and procedures set forth by law, the board and/or administrative policies. For any questions or clarifications, please consult Ryan Hopper or Janet Gladu.

VISION STATEMENT

The vision statement of the La Harpe Community School District is to build the future one child at a time.

MISSION STATEMENT

The mission of the La Harpe Community School District, in partnership with the communities it serves, is to provide an opportunity for a positive, balanced learning experience, in a safe environment, so that all students may develop to their fullest potential.

LA HARPE COMMUNITY SCHOOL DISTRICT 347 GOALS

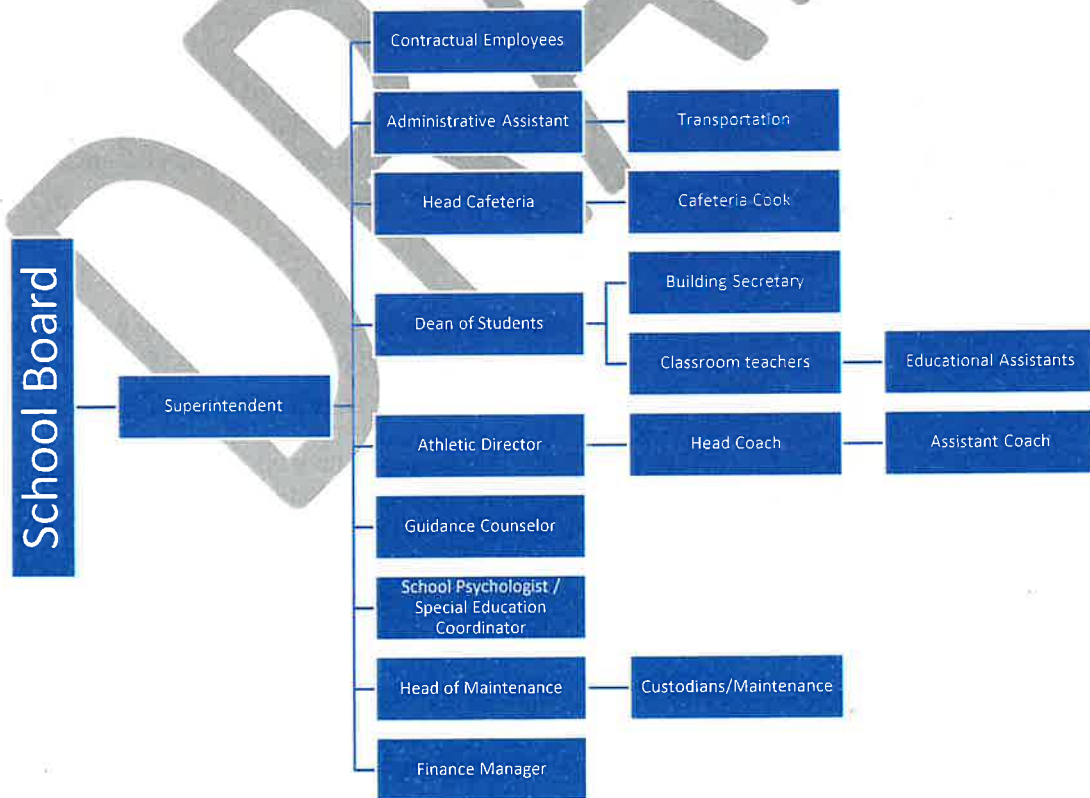
In order to achieve the Mission of the La Harpe Community School District, the Board of Education establishes these goals to guide the decision-making process of the District (BOE Policy 3:10):

1. Provide an educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedure manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

Building Contacts

Janet Gladu, Superintendent	217-659-7739	Marlie Deeter, Admin Asst
Ryan Hopper, Building Administrator	(217) 659-3713	Brittany Teesdale, Admin Asst
Laura Jones, Finance Manager	(217) 659-7739	

It is important to everyone that the chain of command is followed. As issues/concerns arise, please follow the chain of command below and we will also ask that parents follow the same process.



ABSENCE REPORTING

In the event of an illness or unexpectedly unable to attend school for any reason, teachers and staff are to notify their immediate supervisor. For classroom teachers and paraprofessionals, this is Ryan Hopper. Staff is to sign the absence log with their appropriate supervisor when they return. Personal days are not to be taken off without prior superintendent approval. Employees shall not engage in unauthorized absence including improper use of leave days such as sick leave or personal leave. Sick leave, personal leave, and bereavement leave may be used in full-day or half-day increments. A half-day is defined as three (3) hours and thirty (30) minutes. These times do not include the duty-free lunch time.

Absentees should report their intention of returning or not returning the next day by 5:00 p.m.

Staff members should arrange their personal affairs in accordance with the standard workday and refrain from making requests to leave early. Vacation plans or other extended leaves should be made outside of student attendance days as noted on the school calendar.

Teachers receive 12 sick days per year, 4 bereavement days, and 3 personal days. Support staff receive 10 sick days, 4 bereavement days, and 3 personal days. Twelve-month staff receives 15 sick days, 4 personal days, and 4 bereavement days per year. Teachers, paraprofessionals and administrators may join the "Sick Bank" by signing up in the central office. Sick days shall be used for personal illness or illness in the staff member's immediate family or household (spouse, parent, child, mother-in-law, father-in-law, legal guardian, grandparents, brother-in-law, sister-in-law, brothers or sisters- per contract).

Bereavement days are for a death in the immediate family (see above). The superintendent may grant bereavement leave for other than family members. Personal days should not be scheduled on SIP days or Parent/Teacher Conferences. Personal day request forms are in the office. They need to be completed and given to the superintendent for approval.

Definitions of each type of absence can be found in the staff contract and Board Policy. This will be followed in the same manner for those who are members of the union and those who are not. In the event that a staff member must unexpectedly leave school after the start of the day, then the staff member needs to report immediately to the office who will handle scheduling the sub.

Absences may only be taken in half or whole day segments.

Please call or text Ryan Hopper before 6:30 a.m. if you are calling in sick in the morning before school. If an absence is planned in advance, the staff process must be completed before the day of the absence.

ABUSED & NEGLECTED CHILD REPORTING

A district employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services (DCFS) child abuse Hotline number 1 (800) 25A-BUSE. The employee shall also promptly notify their administrator that a report has been made. All District employees must complete online DCFS training for mandated reporters and sign the "Acknowledgement of Mandated Report Status" form provided by the Illinois Department of Child and Family Services (DCFS) upon hire. See Board Policy 5:90.

All district employees are mandated reports and are required to call the Child Abuse Hotline if there is a reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. DCFS can only investigate reports if all of the following conditions exist:

1. Under the age of 18;

2. Alleged perpetrator is an individual who has an official capacity or position of trust, usually a relative;
3. A specific incident of abuse or neglect must occur;
4. Must demonstrate either harm or a substantial risk of physical or sexual injury or neglect to the child.

Staff should communicate with his/her building administrator if abuse or neglect is suspected.

ACCEPTABLE USE POLICY

According to Board Policy 5:125, the use of personal electronic devices is prohibited while employees are performing job functions. Such devices should not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.

Per Board Policy 5:125, the use of personal technology and social media for personal purposes is permitted only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation. Use of such devices during the work day (other than lunch and/or breaks) can be cause for discipline.

Acceptable Use

All use of the District's electronic networks must be:

1. In support of education and/or research, and furtherance of the goals stated herein, or
2. For a legitimate school business purpose. Use is a privilege, not a right.

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* 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. See Board Policy 6:235.

Internet Safety

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

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

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. All users of the District's computers and means of Internet access 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.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ACCIDENTS

When an accident occurs, an accident form should be obtained and completed on the day of the accident. Student accident forms are available in the school office. Staff accident forms are available in the central office. An accident report for all injuries, in all classes should be filled out and turned into the administration. In case of an accident:

1. Notify the school office immediately (for student injury) and central office (for staff injury).
2. Give emergency first aid, if possible.
3. For job related injuries, please refer to “Job Related Injuries/Workers Compensation” found in this handbook.

Staff Accidents:

If any workplace injury occurs:

1. Assess the situation to determine if the employee needs to receive any urgent/emergency care. If so, be sure they receive it as soon as possible.
 - a. Ambulances should only be called for emergency situations.
 - b. Not all employees will require medical attention.
2. Report the injury to the superintendent immediately.
3. Complete/coordinate the necessary paperwork.
4. Inform the superintendent of any developments that may occur.

Employees who suffer injuries on the job are to report the injury immediately to their supervisor. La Harpe CSD 347 participates in Worker Compensation through our insurance pool. Employees who suffer injuries on the job are to contact the Finance Manager concerning medical treatment and required documentation for Workmen Compensation claims. Paperwork shall be completed before seeking medical advice unless an emergency condition exists.

If a work-related injury requires an employee to miss work, he/she shall provide his/her immediate Supervisor with a medical release from their physician. The availability of alternate light duty work is not guaranteed.

Students

If a student is injured beyond a simple cut or scrape, the building secretary should be notified immediately. The office will contact the parents and/or emergency services. For all serious incidents, the teacher or supervisor on duty will need to complete a district Accident Report Form. These forms are in the office.

ADMINISTRATION OF MEDICATION

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(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” 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 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.

APPEARANCE OF THE CLASSROOM

The appearance of the classroom is the responsibility of the classroom teacher. Protection of equipment and facilities is a responsibility of all staff. Please report any damages or needed repairs immediately to the administration.

The teacher is responsible for seeing that the students take care of the equipment in the room. Lack of neatness in the room, etc., is a reflection upon the teacher. If more than one teacher uses a room, the teacher most frequently using the room should assume responsibility for the room.

The last person using an instructional area for the day is responsible for leaving it in proper conditions. This includes: chairs in order, windows closed, window shades adjusted, chalk and whiteboards erased, lights turned off and door locked.

In accordance with state statute and Illinois Administrative Code, local inspectors are authorized to conduct annual fire safety inspections in Illinois public school buildings which include classrooms.

APPLICATION MATERIALS

Applicants for LHSD 347 positions are responsible to complete, submit, and/or provide the following:

1. Written authorization for a criminal background check. Whenever an applicant is seeking employment in concurrent positions in more than one district, the District may require that the applicants authorize the Regional Office of Education who services those school districts to conduct the investigation on behalf of all districts. Any person who has been convicted for committing or attempting to commit any one or more of the offenses as listed in BOE Policy 5:30 is prohibited from working on school grounds.
2. Evidence of physical fitness to perform assigned duties and freed from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches. The physical exam and tuberculin tests must have been taken by the employee no more than 90 days before the submission of the same to the School Board. Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination as listed in BOE 5:30.
3. Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day.
4. A signed "Acknowledgement of Mandated Reporter Status" on child neglect and abuse. Employees must read and sign off that they understand their responsibility for reporting suspected child abuse as listed in BOE Policy 5:90.
5. A completed application.
6. A completed direct deposit form with an attached "void" check.
7. A copy of Board Policy No. 5:50, Drug and Alcohol-Free Workplace. All new employees must read and sign off that they understand their responsibility involving drugs and alcohol in the workplace.

Applicants shall not falsify employee applications or any employment information. Conviction of any felony involving dishonesty, violence, or the willful infliction of harm upon children will preclude employment for the La Harpe CSD #347.

Conviction of any felony offense or other offense involving dishonesty or violence or any offense which would have preceded a La Hare staff member's initial employment as a matter of law or conviction of substantially similar offenses from another jurisdiction shall be cause for dismissal.

The failure to maintain or the loss of any certificate, license or other document issued by any governmental entity or office necessary or required for the La Harpe staff member's position shall be cause for dismissal.

The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. La Harpe staff members must advise the superintendent of lost driving privileges which would render them incapable of fulfilling their assigned, job-related duties.

ASBESTOS MANAGEMENT PLAN

In accordance with the Environmental Protection Agency's Asbestos Containing Materials Schools Rule [40 CRF Part 763], the La Harpe Community School District No. 347 Board of Education maintains an approved Asbestos Management Plan for the District's building on file in the District Office.

The Management Plan, developed by EPA and State of Illinois certified inspectors and Management Planners, concerning asbestos-containing building materials in the La Harpe Schools, is available for inspection by interested individuals in the District Office, 404 West Main Street, La Harpe, Illinois. To review the District's Management Plan, interested individuals must make an appointment at least one working day in advance. Please contact the District Office between the hours of 8:00 am and 3:00 pm, Monday through Friday, to schedule a time for review. Because of the importance that is attached to the Management Plan and its large size and complexity, a staff member familiar with the plan will be present to assist you in your examination of the plan in the District office. Please note: Under no circumstances will the original management plan be permitted to leave the District Office.

For those interested in obtaining a copy of the Management Plan, a copy can be made within 30 days of receipt of a written request at a cost of \$0.15 per page paid in advance. Since the plan is in excess of one hundred pages and is expanded periodically, requests should be specifically for those parts on the Management Plan of interest. Please contact the District Office for help in this matter.

The Designated Person in charge of administering the District's Asbestos Management Plan is Ideal Environmental Engineering, Inc. They may be contacted by calling 800-535-0964. Written correspondence to the Designated Person should be addressed to Anne Skeate, Ideal Environmental Engineering, Inc., 2904 Tractor Lane, Bloomington, Illinois 61704.

In addition to the original Management Plan for identifying and managing asbestos in our schools, members of the custodial and maintenance staff and/or the Designated Person visually examine the asbestos containing material in the buildings periodically and provide written reports to the Designated Person.

ASSEMBLIES

Faculty members are expected to attend assemblies and to sit among the student to help supervise their behavior and assist the assembly leader when necessary. Teachers will follow the assembly seating assignments as set by the administration.

ATHLETIC ELIGIBILITY

After 2 weeks into each quarter, 5th – 8th grade teachers are required to have grades updated in PowerSchool for eligibility reports by Wednesday at 9:00 am. Ineligibility will run from the following Sunday to the next Saturday. Once a student's name is turned in, based on grades received through the previous Tuesday, make-up work turned in later that day or week will not be considered for the purposes of removing his/her name from the ineligible list for that week. Teachers need to be sure to get the make-up work, as well as current assignments, in the gradebook before the next eligibility cycle. Students are ineligible at 59% and below.

BLOODBORNE PATHOGENS

In compliance with OSHA Standard 29 CFR Section 1910.1030 -Bloodborne Pathogens, La Harpe Community School District No. 347 has developed an Exposure Control Plan to eliminate or minimize employee exposure to blood or other potentially infectious materials. Please see BOE Policy 4:160 regarding this plan.

BOARD OF EDUCATION POLICY

Board of Education policies can be accessed on the District website. All staff members are expected to be aware of and adhere to the Board policies as they relate to all staff members.

CALENDARS

Calendar of Activities approved by Building Administration – A master calendar will be maintained in the office. To avoid conflicting dates, get events scheduled as soon as possible. The school secretary may have to check the district calendar before the event can be placed on the school master calendar. Yearly Calendar – Yearly calendars are adopted by the Board and are available each year.

CANCELLATION OF SCHOOL

School emergency closings could happen at any time of the year. Parents need to arrange plans with their children (a neighbor, child care, employer, etc.) on what is expected should an emergency closing occur. Decisions for closure or to dismiss school early are always a judgment call; however, we do use some general criteria in making such decisions. School procedures call for an emergency school closing announcement to be given over the automated message systems. Below are some of the criteria and examples of what would impact a decision to cancel school or dismiss early.

Weather Forecasts

Weather conditions and events are very unpredictable. We generally do not cancel school or dismiss school early solely on a weather forecast. Weather events must be occurring and deteriorating for school to be cancelled or for us to dismiss early.

- Snow: generally speaking, snow is not a primary reason for closing school. As long as roads are not drifting shut, it's possible we would have school even with a sizable snowfall.
- Road Conditions: as reference above, road conditions dictate many of our decisions. Due to the fact that the district is widely spread out, we have an early morning process (before 5:00 a.m.) of checking our rural and city roads.
- Cold: we will look at wind chill and air temperature (also road conditions) when deciding relating to cold weather. Please remember that we do live in Central Illinois so below 0-degree weather is not uncommon.

A decision to cancel school may occur between 6:00 p.m. – 9:30 p.m. the night before school. In most instances, no later than 6:30 a.m. the next day. In an extreme emergency, we may have to announce early dismissal during the school day.

CELL PHONES & PERSONAL ELECTRONICS

Teachers and staff must refrain from using their cell phones for making calls, texting, checking emails, or accessing social media that are not school-related while supervising students during instruction, recess and at all other times. The use of electronic devices is reserved for lunch period, prep time (certified staff only), conducting school related work, or emergency purposes only.

CLASS SUPPLIES WITH SCHOOL FUNDS

Teachers will complete a requisition form and submit it to the superintendent. The superintendent will enter the purchase requisition in the district system. Once through the approval process, the requisition will be converted to a purchase order. At that time the purchase can be made. If you are going to purchase anything local or online yourself, you must first submit a requisition to the superintendent as the same procedures needs to be followed. If something is purchased without going through this process, you run the risk of not being reimbursed. Once the purchase is complete, the expense reimbursement form must be completed with attached receipts. All items for reimbursement must have a receipt and sales tax will not be reimbursed.

CLASSROOM ENVIRONMENT

La Harpe School District has always tried to maintain clean, well-kept physical facilities. Teachers and staff can do a great deal in the way of helping maintain a positive atmosphere. Displaying student work is always encouraged.

CLASSROOM SUPERVISION BEFORE & AFTER CLASS

Each teacher has the right to expect that students will be on time to class. Teachers should not detain students after the bell rings. However, it must be understood that the teacher, not the bell, dismisses the class. The teacher should stand near the door or in the hallway (next to the classroom) as student enter or depart.

COMMUNICABLE & CHRONIC INFECTIOUS DISEASE

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examination, temporary and permanent disability, and termination. See Board Policy 5:40.

COMMUNICATIONS, COMPLAINTS, & CONFLICT RESOLUTION

Board Policy Section 2:260 defines the Board's position relative to addressing problems through the Uniform Grievance Procedure. Complaint Managers are listed as part of that policy.

For issues involving parents, students, or other teachers, the chain of command to be following to properly address complaints must include the Dean of Students.

As situations become more complex and/or conflict persists, please document all communications. Phone calls, conferences, and meetings should all be logged with notes – even conversation quotations. If situations become litigious and/or end in hearings or court cases, staff members are always expected to provide detailed accountings or conversations with dates, times, specific terms used, etc.

COMPENSATION

The Board of Education along with the La Harpe Education Association, for certified and non-certified personnel, will determine salary and wages for personnel. The District shall comply with the Fair Labor Standards Act. In the event of a conflict between this handbook and state or federal law, the latter shall

control. Employees are paid semi-monthly on the 1st and 15th of every month. If the 1st or the 15th of the month falls on a weekend, the pay date is the prior business day. It is recommended for employees to utilize direct electronic deposit for their paychecks to the depository of the staff member's choice.

COMPLAINT MANAGERS

Janet Gladu, Superintendent, 404 West Main Street, La Harpe, Illinois 61450; 217-659-7739;
jgladu@laharpeegles.com

Ryan Hopper, Dean of Students, 404 West Main Street, La Harpe, Illinois 61450, 217-659-3713,
rhopper@laharpeegles.com

CONFIDENTIALITY

District employees are responsible for maintaining:

- The integrity and security of all internal information, and
- The privacy of confidential records, including but not limited to: student school records and personal records.

Internal information is any information, oral or recorded, in electronic or paper format, maintained by the District or used by the District and its employees.

COPIER

Please be cognizant that the District pays per copy and use digital means whenever possible. We do not pay when we scan an item between individuals, so instead of making copies, please scan if possible.

Staff members are responsible for running their own copies using the copy machines located nearest their rooms. Teachers are to use good discretion when needed to make color copies as the ink is quite costly. At no time should the District copy machines be used to copy personal items.

COPYRIGHTED MATERIALS

Employees are expected to comply with the provisions of the federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (Copyright laws apply, but are not limited to persons who hold copyright to their creative works: printed material, online digital illustrations, videos, and programs). Copyright law protects work created from being copied, changed, or used without permission. Copyright violations should be avoided by obtaining permission to use. Utilizing copyrighted pictures that are posted on a teacher's website are the most commonly noted violations of copyright laws.

Some things fall under "free use". These include federal government works on public domain works. The best way to avoid any copyright infringement and confusion when creating your own content is to use Open Educational Resources (OER).

CORRESPONDENCE

A copy of all mass communications sent home by teachers, including all website articles/items for posting, should be submitted to the building administration prior to distribution for approval and awareness.

COURSE APPROVAL PROCESS

Employees must fill out a request for approval of coursework for tuition reimbursement.

The Course Approval and Tuition Reimbursement and Course Approval must be submitted prior to the start date of any course.

Please refer to the LEA contract for further details on all of the approval and notification requirements.

COURT/JURY DUTY

The District will pay full wages, based on hours normally worked by the employee, during the time an employee is on court duty or serves as a witness or has a deposition taken in any school-related matter pending in court. The employee must submit their court duty remuneration, less mileage expenses, to the District in order to be paid full wages for their court duty. See Board Policy 5:80.

CRIMINAL BACKGROUND INVESTIGATION

All employees must undergo a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender against Youth Database upon hire. See Board Policy 5:30. Employment or continued employment is contingent upon receipt of a criminal background history report deemed acceptable by the District.

CRISIS MANAGEMENT

The Crisis Plan located in each office, and on Navigate EMS app, provides further details on all emergencies.

Disaster Preparedness Drills

Detailed plans related to fire drills, disaster drills, lockdown procedures, and various other emergency-related events are found in the crisis management plan.

Pursuant to The School Safety Drill Act (105 ILCS 128), Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directions of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will be preceded by a warning to students and staff.

Student safety is of the utmost importance, especially in this day and age. It is imperative that all staff members are well-versed in these emergency procedures. Teachers are expected to ask for any clarification from the building principal/superintendent if they have any questions related to these procedures.

Evacuation

If a serious situation exists that requires students to evacuate the building in an orderly fashion, students should report to the safe-area- La Harpe Club House, so that attendance can be taken. Non-certified staff members are expected to assist teachers with student evacuation and/or follow the direction of the building administration.

Fire Alarm

Indicates a situation exists calling for orderly evacuation of the school building. Each interior door is to be closed after the room has been checked and found to be clear

Fire Drill Procedures

- Please take the time to review the classroom's Fire Drill Route.
- Advance notice will be given out.
- Individual rooms should conduct practice drills early in the school year so that students know the exits and the procedures before an all-school drill.

- All drills shall be conducted in the manner which would be following in the event of an actual fire.
- Each fire drill must be an exercise in student control. Emphasis should be on the proper execution of each drill.
- Fire drills may be executed with one or more exits deliberately blocked off and an alternative exit used following pre-arranged plans.
- The building will be completely evacuated by all personnel during fire drills. This includes students, teacher, clerks, cooks, custodians, visitors, etc.
- The fire alarm signal will be sounded continuously until the building is completely evacuated.
- Occupants will return to the building only after the recall signal is given.

When the Fire Alarm Sounds

- Students form a line quickly, quietly, and in an orderly manner.
- Close classroom doors and any other door that may be standing open.
- Close windows.
- No one shall stop to obtain outer clothing or personal belongings when the alarm sounds.
- Occupants shall walk to the nearest unobstructed exit and leave the building, again in an orderly manner.
- Help should be pre-arranged for students who need assistance.
- Each class shall proceed to a predetermined point outside the building and far enough removed so the fire department can access the building.
- Each teacher will be responsible for making an accurate check of all students under his/her direction and be able to provide an update upon request.
- Special subject teachers will be responsible for any class under their direction at the time of a fire or drill. Homeroom teachers should know where special classes will go when they evacuate, and get to that point as soon as possible.

Lockdown

If a situation occurs that would necessitate a lock down in the building, an announcement will be made to secure your classroom and/or lock down the building. All doors should be locked to prevent entry. Staff members and students should locate themselves in the most secluded and secure area possible.

A lockdown will be initiated when an immediate threat to the safety of students and staff exists within or in close proximity to the school. It is understood that when a lockdown is initiated, Law Enforcement assumes complete control over the situation upon arrival at the school. Examples of a lockdown would be as follows:

- A gun/weapon is reported or observed on campus.
- Shots are fired or heard on campus.
- Shows are fired or heard in close proximity to campus.
- Criminal activity is taking place in close proximity to campus which threatens the safety of the school.
- Any other activity that poses an immediate threat or danger to the school.

We will hold a minimum of one lockdown drill during the school year if a fire alarm is heard, please check the hallway before leading kids into the halls to ensure an intruder is not present. In all instances, please use professional judgment in securing students, keeping in mind that the main priority is to get them to safety.

The following steps should be taken in a lockdown:

- Clear hallways, restrooms, and other non-classroom areas immediately regardless of classroom assignment. Bring any nearby student into your classroom.
- Lock doors, close windows, and turn all AV equipment.
- Have students spread out in the classroom – out of sight.
- Maintain a calm environment including managing student anxiety and questions. The teacher's demeanor has a great impact on the outcome the situation.
- Staff should secure their personal cell phones and have them turned on.
- Utilize Navigate 360 EMS app
- If a fire alarm goes off do not react until notified by the office.

Staff may be contacted by law enforcement or administration via cell phone. Teachers should understand that there may not be immediate communication to them regarding the situation due to the nature of the situation. Law enforcement established control of the situation upon arrival including communication and procedures.

Intruder in the Building

All visitors to our schools must check in with the office. An intruder in the building is any suspicious individual(s) who have not followed established visitor procedures. All visitors should be properly identified by wearing a visitor badge. Any school personnel, including students, who observe an individual in the building or on campus who appears suspicious, should notify administration immediately.

Tornado Alarm

In case of immediate danger due to a tornado or other severe storm, an announcement will be made. Students should go into the hallway and sit with their back to the wall with arms folded across knees and head resting on knees. Students are to avoid places with wide-span roofs such as the cafeteria, gymnasium, and large hallways. Stay away from windows and open spaces.

CURRICULUM REQUESTS

All new curriculum and textbooks will be discussed with the Superintendent in consultation with the Board of Education. Any requests for changes in the curriculum must be presented in writing to the Superintendent.

DAILY ANNOUNCEMENTS

Informal announcements will be issued daily. Any announcement that you would like to have included should be submitted to the office for approval based upon building procedures. A file of daily bulleting will be retained.

DISTRICT COMMUNICATION

The district uses several modes of communication to keep staff, parents, and community members informed. Updates and information can be viewed at:

- Webpage: www.laharpeeagles.org
- Facebook: La Harpe Eagles
- School Messenger Phone/Email System

If a member of the media contacts an employee about a school related issue, the Superintendent should be informed and an appropriate response, if any, will be determined prior to the employee speaking to the media.

DISTRICT EMAIL

All employees are provided with an email. It is the responsibility of each employee to check email on a regular basis. Employees should respond to emails within 48 hours after the email is received. Direct deposit stubs are sent via email and all required employee notifications are also sent via email. Only school related tasks and correspondence should be conducted with district issued email. Parents are encouraged to use email as a means of communication with their child's teacher, therefore, teachers are expected to check their email on a regular basis.

All classrooms are wired to the school server. Staff members will have access to the internet and also to email.

The district has a detailed internet policy that is given to all families during registration. Staff should be familiar with this policy. While teachers are encouraged to use technology as a teaching tool, special care should always be taken to ensure that students use technology in an appropriate manner. Generally speaking, students should not be allowed to work on the internet in an unsupervised situation. Filters are in place to block access to inappropriate material, but no filter is fool proof. When utilizing the internet, take special care to know where students are on the internet and, when possible, have pre-arranged sites for students to access ahead of time.

DISTRICT OFFICE HOURS

The building office will be open each school day from 7:30 a.m. to 3:30 p.m. The district office will be open each school day from 7:30 a.m. to 3:45 p.m. The district office will be open Monday through Thursday 7:30 a.m. to 3:30 p.m. and closed on Friday's, when students are not in session during the summer. All offices will be closed on school breaks (Easter, Christmas, and holidays).

DOCK DAYS/UNPAID DAYS

Dock days/unpaid days may only be taken with Superintendent approval and are highly discouraged except in case of emergency. Vacations are not considered emergencies.

DRUG, TOBACCO, & ALCOHOL-FREE WORKPLACE

All District workplaces are drug-and alcohol-free workplaces. All employees shall be prohibited from the unlawful manufacturer, dispensing, distribution, possession, use, or being under the influence of a controlled or mood-altering substance while on District premises or while performing work for the District. See Board Policy 5:30. Smoking, vaping or other tobacco use is not permitted on District property or in District vehicles. See Board Policy 8:30.

No employee shall work under the influence of an intoxicating liquor. No employee shall consume alcoholic beverages on any workday at any time between the beginning and the end of his/her work assignment. No La Harpe staff member shall work bearing the odor of alcohol or illegal drugs, including marijuana.

No employee shall sell, deliver, or be in the possession of any drug except medication as prescribe by a physician for that employee, in the case of medication, employees shall notify their immediate supervisor and shall not be allowed to operate any equipment, machine, or vehicle when unable to do so in a safe and alert fashion.

Employees may not bring onto school property or to any school activity any firearms, ammunition, explosives, fireworks, or other substance or device likely or capable of causing harm to persons or property. Materials for educational display must be authorized by the administration.

EARLY DISMISSAL

Exceptions to the normal workday may be made on days prior to school holidays; for staff in-service days, for Parent/Teacher Conference days, or to allow teachers to engage in curriculum work. When school is dismissed due to inclement weather, staff will be permitted to leave 15 minutes after student dismissal unless needed to help supervise students.

ELECTRONIC NETWORKS

As per Board Policy 6:235, electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee, 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, 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.

Personal Property

As listed in Board Policy 5:135, personal property and social media "includes without limitation" or "includes, but is not limited to:"

Social Media

Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but not limited to, Facebook, LinkedIn, SnapChat, TikTok, Twitter, YouTube, SnapChat, and Instagram.

Personal Technology

Any device that is not owned or leased by the District or otherwise authorized for District use and:

- Transmits sounds, images, text, messages, videos, or electronic information,
- Electronically records, plays, or stores information, or
- Accesses the Internet, or private communication or information networks.

This includes laptop computers, tablets, smartphones, and other devices.

EMPLOYEE HONESTY

Employees shall be truthful to the Board of Education and administration in regard to matters relating to employment or directly related to the employee's work duties. No employee shall misrepresent to any person the extent of his/her job authority or purport to act on behalf of the District when not authorized to do so.

No employee shall incur expenses or enter into contract on behalf of the district without authority to do so. La Harpe staff members shall not make false claims for insurance or any other benefits. La Harpe staff members shall not engaged in unauthorized use of district equipment and/or supplies, including but not limited to, telephone, facsimile, photocopying or duplicating equipment, computers, tools, motor vehicles, fuel and the like.

No La Harpe staff member may use, take or retain school district property for personal use, except as is authorized by Board policy. Except as stated above, no La Harpe staff member has authority to modify or waive this rule.

EMPLOYEE INFORMATION

All updates to employee information: address, phone, personal email, W2 etc. should be done through the Finance Manager.

EMPLOYMENT ELIGIBILITY VERIFICATION

All newly hired employees must complete an Immigration and Naturalization Service Form I-9. If an individual is unable to provide the required documents to complete the Form I-9 within 3 business days of their first working day, the individual must present a receipt for the application of the documents by the end of the first day work and present the required documents within 21 days of hire. Employment or continued employment is contingent upon receipt of the required documents.

EQUAL EMPLOYMENT OPPORTUNITY & MINORITY RECRUITMENT

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, pregnancy, childbirth, or related medical conditions, 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 Pilot Program act, 410 ILCS 130.

No employee or applicant will be discriminated or retaliated against because they 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. Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. See Board Policy 5:10.

ETHICS

All district employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members and others. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5), engages in grooming as defined in 720 ILCS 5/11-25, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard shall be subject to discipline up to and including dismissal.

In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy.

District employees shall not let their political activities interfere with their job responsibilities. Students shall not be used in any manner to promote a political candidate or issue. Employees shall not engage in any other employment or in any private business during regular work hours or at such other times as are necessary to fulfill appropriate assigned duties.

Employees shall not engage in any work considered to be a conflict of interest. See Board Policy 5:120 and Board Policy 2:105.

EVALUATION

The philosophy of La Harpe CSD 347 evaluation plan is to promote student learning through the highest quality of programs and facilities, recognize and support effective teaching, and to measure adherence to performance criteria, and to provide a basis for employment decisions. The process is designed to be a cooperative effort on the part of the evaluator and employee, to encourage dialogue between staff and supervisors, and to promote growth and development.

Procedures for evaluation are outlined in the District Evaluation Plan and the Negotiated Agreement between the La Harpe Education Association and the Board of Education. A copy of the evaluation form can be obtained from the superintendent.

Evaluation of non-certified staff members is conducted by the Superintendent. The evaluation may include, but not limited to, the following components.

- Personal observation of the employee performing his/her essential job functions as outlined in the job description.
- Inspection of work completed and/or performed.
- Consideration of the employee's attendance, interpersonal relationships, professional responsibilities, and competency.
- Feedback from supervising teachers and head cooks. (Applies to aides and cooks only).
- Substantial input may come from parents, students, colleagues, and other members of the school community.

The evaluation will:

- Include specification as to the employee's strengths and weaknesses, with supporting reasons for the comments made (including disciplinary incidents as well as school related achievements).
- Be placed in the employee's personnel file and a copy will be provided to the employee.

FIELD TRIPS & GUEST SPEAKERS

Planned field trips and guest speakers can be an important part of the total school program. They should be carefully planned so as to coincide with current classroom work and should be planned in advance of the date of the trip or speaker. If other staff are affected, the teacher(s) planning the field trip should discuss and work out details and conflicts of the trip. If students will be missing during lunch, teacher(s) should let the administration and cafeteria staff know well in advance.

Before any trip can be initiated, the following procedures must be followed:

- Permission obtained from the superintendent to take the trip. Date and transportation will be decided.
- Permission slips from parents of each student will have been signed at registration and a list will be kept in the office. Please check to see if all students' names are on the list.
- In order to take a field trip, it is the responsibility of the teacher organizing the trip to communicate to the transportation department by filling out the field trip request form and sending it to the District Office. You will need to know the number of students and adults attending and the times you will be leaving and returning.
- Teachers are responsible for notifying parents (by sending home a written or emailed notice) that a trip away from school is being planned on a certain date, time, and destination, and if parents are expected to pay any of the expenses. Any parents that will be chaperoning a field trip, must have been fingerprinted and cleared through the Superintendent's Office in order to attend. The fingerprint process can take up to three weeks, so please plan ahead.

All field trips must be requested through the office as early as possible before the trip. Request forms may be obtained from the office and must be approved by the building administration. Teachers are responsible for informing parents of the field trip and securing an appropriate number of chaperones.

Field trips should be scheduled between 8:30 a.m. and 2:30 pm for regular bus usage unless authorized by the superintendent.

Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational goals. All field trips must have the Superintendent or designee's prior approval, field trips beyond a 200-mile radius of the school or extending overnight must have prior approval of the Board. The following are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students:

- Shall be given the opportunity to consent to their child's participation in any field trip.
- Are responsible for all entrance fees, food, lodging, or other costs, except the District will pay such costs for students who qualify for free or reduced school lunches.

All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited. See Board Policy 6:240.

504/IEP Responsibilities

Section 504

La Harpe CSD 347 has specific responsibilities under the Rehabilitation Act of 1973 for student identification, evaluation, and if found eligible under Section 504, to afford access to appropriate educational programs. Once developed, a 504 plan is a legal contract between the school district and the student. Teachers are responsible for implementing designated services and strategies identified on the plan. Teachers do not have the discretion to decline or refuse to implement any component of a 504 plan. Teachers should always maintain documentation which demonstrates compliance with a student's 504 plan.

Special Education

General education teachers are important and vital team members in the development and implementation of the Individual Education Plans (IEPs) process. Students who have disabilities may be placed in the general education classroom for all or part of the school day. It is the responsibility of the general education teacher to implement any accommodations and make any modifications as indicated in the IEP. General education teachers will be provided a copy of the student's disability, goals, and accommodations from the IEP.

General Education Teacher's Role in the Classroom

- Understand the disability of each special education student in his/her class.
- Understand and implement each goal/accommodation/modification listed on the IEP.
- Observe and record data as it relates to the student's goals/objectives.
- Understand that every child in the class is his/her responsibility.
- Collaborate with the special education teacher so that all students in his/her class are provided with appropriate classroom and homework assignments so that each is learning, is challenged, and is participating in the classroom process.

General Education Teacher's Role in the IEP Meeting

- General education teachers provided the following at an IEP meeting:
 - The general education content and the dynamics and pace of the class.
 - Provide specific data on student's progress/behavior/accommodations used.
 - Tell the team what he/she needs to help the child understand the general curriculum and achieve the goals listed on the IEP.

RtI – Problem Solving Teams

Teachers are responsible to identify students who may not be making adequate progress academically and/or behaviorally. Once identified, classroom teachers implement general classroom interventions to promote student success (Tier I interventions). After the implementation of these Tier I interventions and the student is not making adequate progress, the teacher can refer the student to the SAT (RtI) team. The teacher will be invited to the meeting in which the following will be discussed.

- Teacher input; parent input
- AIMSweb benchmark scores
- Progress in class (i.e., classroom grades, assessment grades)
- Any other important factors (i.e., attendance, discipline referrals, attention concerns)

The team then decides which appropriate, more intense intervention are needed for the student. These interventions are Tier II. The student's progress is monitored and discussed at additional SAT meetings. If the team feels the RtI support may not be sufficient for students to make adequate progress, then the student receives additional support. These interventions are Tier III. If lack of progress continues, the team may suggest a referral for special education testing.

Throughout the year staff members may be asked to attend IEP (Individual Education Plan) meetings for special education students. It is required that at least one general education teacher attend an IEP meeting for a student.

FOOD BREAKS

Food should not be consumed in front of students or at your desk during work hours. Employees who receive a duty-free lunch should use this time for food breaks.

FOOD SERVICE

All staff are expected to pay for their own meals.

FUNDRAISING

As per Board Policy 7:325, only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fundraising activities:

1. School sponsored student organizations.
2. Parent organizations and booster clubs that are recognized pursuant to Board Policy 8:90.

In addition, other fundraising guidelines and procedures include:

1. School sponsors and coaches should obtain administrative approval prior to scheduling fundraisers. Fundraising forms must be completed in advance. Fundraising proposals should be submitted to the building principal. Every attempt will be made to coordinate fundraisers so that two fundraisers that requires students to sell items do not run concurrently.
2. Fundraising efforts shall not conflict with instructional activities or programs.
3. Fundraising efforts must be voluntary.

4. Student safety is paramount and door-to-door solicitations are not recommended unless chaperoned by a responsible adult or with a group of other students.
5. For school sponsored student organizations, the superintendent must approve the fundraising.
6. The fundraising efforts must be to support the organization's purpose and/or activities, the general welfare, a charitable cause, or the educational experiences of the students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

FUNDS OF ORGANIZATIONS

All funds of extracurricular organizations are handled through a central accounting system, records of which are kept in the La Harpe School Office. Teachers are not to store District funds in desks, filing cabinets, in their personal vehicles or residence. All money collected from any source is deposited in the building office/safe/ and all bills are paid by check, which must be signed by the designated District representative. No article may be purchased without the office approval.

The funds are listed under two accounts, namely, Operating Funds (Registration Fee, Lunch, Athletics and General Account) and the La Harpe Activity Fund (which included all other separate accounts).

Each organization is responsible for keeping a record of its account. The organization treasurer and faculty sponsor are responsible for seeing that these records are kept accurately. At the end of the school year, each organization is required to submit an end-of-the-year financial report. All student funds, gate receipts, and other money or property of the District shall be promptly deposited, reported and accounted for.

GENERAL SAFETY REMINDERS

Fighting is prohibited. La Harpe staff members may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student or other person to protect other students, school personnel or persons, or District property.

No La Harpe staff member shall release a child to a person other than the child's parents (or in case of divorce, the custodial parent) or other guardian (designated emergency contact), without advance approval from the building administrator.

All La Harpe staff members shall personally report evidence of child abuse to the DCFS hotline. No La Harpe staff member shall instruct or dissuade an employee from making such a report.

Conviction of any offense involving the willful infliction of harm upon children shall be cause for dismissal.

La Harpe staff members shall immediately notify administration in the event they observe any person in possession of a firearm on school grounds.

La Harpe staff members shall immediately report to the administration any incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation.

La Harpe staff members shall immediately report to administration any conduct by other La Harpe staff members which is dangerous to the health, safety, or welfare of students or other La Harpe staff, including, but not limited to violation of these rules.

Staff members should also report any suspicious activity, items, or people immediately to the administration.

All La Harpe staff members should assess his/her classroom in terms of Navigate360/ALICE training. Staff members have been trained to use this options-based program. Alert, Lockdown, Inform, Counter, and/or Evacuate.

Staff members also know that it is permissible to call 911 in emergency/crisis situations.

La Harpe staff members have the option to download the Navigate 360 EMS app on his/her personal phones, if desired.

GIFTS TO STAFF MEMBERS & SOLICITATIONS BY OR FROM STAFF

Employees shall adhere to the District guidelines regarding gifts and solicitations by or from staff. See Board Policy 2:105 and Board Policy 5:140. District employees shall not solicit donations of any kind without approval from the Superintendent. Employees using organizations such as Donors Choose or Go Fund Me Pages for classroom items must also have **pre-approval** from the Superintendent before requesting items.

GRADING PROCEDURES

The following grading scales are used by the La Harpe School District.

98-100	A+	B+	88-89	C+	68-69	D+	68-69	F	0-59
93-97	A	B	83-87	C	73-77	D	63-67		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

Timely student feedback is crucial to the learning process. Grades should be posted weekly in the online Gradebook in PowerSchool. Principals may designate a specific date to post. Students should receive at least 2 grades in each subject per week.

HALLWAY SUPERVISION

The duties of staff in regard to student control are not limited to the classroom situation. If a school is to function smoothly, staff must be aware of their responsibilities whenever students are present and under the supervision of the staff. It is essential that staff be in the halls during passing time. Control of students at assemblies, field trips, before and after school, and wherever students are present is a vital part of a staff member’s responsibility. It is the responsibility of staff to enforce the student handbook.

HARASSMENT

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment or hostile activity. District employees shall not engage in harassment or abusive conduct on the basis of an individual’s race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status. Harassment of students, including, but not limited to, sexual harassment, is prohibited. See Board Policy 5:120. No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education that unreasonable 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. See Board Policy 7:20.

HIRING/TRANSFERS

1. A transfer within the district is at the discretion of the Superintendent.
2. Employees requesting a transfer must submit a letter of interest to the superintendent.

HOMEWORK

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Board policy 6:290/6:290- AP regulates the amount of points homework can earn towards a student's overall grades.

INSURANCE/FLEX PLAN/OPTIONAL COVERAGE

All employees of La Harpe CSD 347 can participate in the district's medical plan, flex plan, 403B plan, and/or Optional Supplemental Coverage. American Fidelity serves as the district's third-party administrator and meets with each employee twice a year to offer these programs for the upcoming school year. Salary reduction agreements are completed and authorized prior to withdrawing the said amounts from payroll.

INTERNAL SUBBING

When a substitute teacher cannot be obtained, the principal will schedule teachers to internally sub for another teacher who is absent during a scheduled plan time. The teacher can submit a timesheet for payment for internal subbing. Principals will rotate teachers who share the same plan when scheduling internal subbing. Every effort will be made to obtain a substitute teacher.

INVOICES

All copies of invoices for items purchased for the District by teachers must be turned in to the Finance Manager immediately. Invoices not turned in to the Finance Manager may result in bills not being paid in a timely manner. Problems with shipments should be coordinated through Central Office.

KEYS

Staff requiring access to the building will be provided swipe cards by the Superintendent. Building security will be maintained by the teacher using buildings after custodial hours and on weekends. Under no circumstance should keys and/or key cards be duplicated or loaned to students or others, and the keys and/or key cards should be returned to the superintendent as soon as they are no longer required. Employees are not to have unauthorized use or possession of keys, including master keys.

Employees are responsible for all keys and key fobs. Employees are responsible for the cost of any lost keys or key fobs. Cost to replace a lost key is \$5.00 and a replacement key fob is \$25.00

LEAVE APPROVAL PROCEDURES

Employees should use the following procedures when awaiting approval of leave requests. After the proper form is submitted to the building principal:

1. Employees should expect a response within a reasonable amount of time (5 work days) barring any extenuating circumstances of the supervisor and/or administrator. (examples include but are not limited to family emergencies, illness, school holiday(s) and or vacation.)
2. If the approval is still pending beyond 5 work days of submitting the form, the employee should follow up with administration (by email) to inquire about the status of the request for leave.

3. Following step #2 and approval has not been granted within a total of 10 work days from the original submission date, the superintendent should be contacted.

LEAVE OF ABSENCE/FMLA

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each 12-month period, measured backward from the date an employee uses any family and medical leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. Employees are eligible if they have worked for the District for at least 12 months, and have 1,250 hours of service in the previous 12 months.

Eligible employees may utilize up to 12 weeks' unpaid leave following the birth or adoption of a child in accordance with the Family Medical Leave Act. Up to 30 days of the accrued sick leave may be used for Well-Baby Care immediately following the birth or adoption of a child without medical basis.

Family and medical leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter;
2. The adoption or foster placement of a child within the 12-month period beginning on the placement date;
3. The serious health condition of an employee's spouse, parent, or child;
4. The employee's own serious health condition;
5. The existence of a qualifying emergency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
6. The care of the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness.

Detailed information on FMLA is available from the District Office. See Board Policy 5:185.

LEAVING THE BUILDING

Staff who need to leave the building during the school day must have approval of the building administration, excluding duty-free lunch. Staff will notify the office that they will be gone from the building so that messages and/or phone calls may be taken for them. Staff must also notify the office upon returning to the building.

LEAVING THE CLASSROOM/ALTERNATE LOCATION

Students assigned to your rostered class must be accounted for during class periods. If a teacher is taking students to a location outside of the classroom (excluding lunch, library, etc.), please be certain that the office is aware of your location and that the medical needs of the students are accounted for.

LESSON PLANS

All teachers shall prepare, in advance, written lesson plans. The lesson plans will be organized, in sufficient detail to enable one to understand the direction of learning in the class. Lesson plans shall be prepared at least one week in advance. Each member of the faculty is to keep the building administration aware of the location of these plans. It is expected that such plans will be present in the classroom and detailed enough for a substitute teacher to follow. Lesson plans should state simple objectives, activities plus materials that will be needed to achieve the objectives, and assessment.

LICE POLICY

If a staff member suspects a student has lice, he/she will discreetly inform the office. The office will contact and check the student. Students diagnosed with live head lice will have their parent/guardian

contact and the student will be sent home when possible. If nobody is able to pick up the student, the student will remain in the office for the remainder of the day. Once the student is treated appropriately, they may return to class. The student will be rechecked upon return to school to be sure the student is lice free.

LOUNGE

No students should be allowed in the Teacher's Lounge at any time.

LUNCH & BREAKS

One fifteen-minute break is provided to non-certified employees who work less than 40 hours per work week. Two fifteen-minute breaks are provided to all non-certified employees who work a 40-hour work week. Breaks are to be taken mid-morning and again mid-afternoon with a 30-minute, duty-free lunch in between. The two breaks cannot be taken together or combined with lunch. Employees should remain on campus during these paid breaks unless authorized by administration.

MAINTENANCE/MAINTENANCE REQUESTS

All employees should treat the buildings as if it were their own home. Students need to adopt this philosophy and practice it as well. Each teacher needs to set high expectations of students and their housekeeping habits. Expect students to clean off wet, snowy, muddy shoes before entering the building and the classroom; expect students to pick up paper, etc., off the floor and expect students to put away books and supplies at the end of the day. Just as high expectations are important academically, expectations of our students are just as high when it comes to keeping our school clean. Concerns regarding building maintenance should be directed to the Head of Maintenance, Superintendent, or the Principal.

MONEY COLLECTION/MANAGEMENT PROCEDURES

It is necessary from time to time for teachers to collect money from students. It is important that building procedures are followed while handling money. Teachers should document all money collected and should be deposited with the appropriate staff each day.

OPEN HOUSE

An open house may be scheduled periodically. Open House is an opportunity to communicate with parents and to build relations with the community. It is important that teachers present a pleasant, positive image of the school during Open House. It is imperative that teachers attend and participate in Open House activities to make the activity beneficial and productive for all participants.

PARENT COMMUNICATION

Research tells us that parental communication is the single most powerful predictor of student success. Parents' opinions are the single most influential factor, and affect reputations and La Harpe School District's reputation in the community. For these reasons, La Harpe School District specifically empowers and encourages staff to communicate with parents fully and frequently. Communicate for at least the following purposes:

- To build a positive relationship between school and home
- To help parents understand teachers' expectations of students
- To involve parents early on in efforts to prevent disciplinary or academic problems
- To help parents understand the purpose for curricular content or specific assignments
- To help parents understand how to support their student's learning

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are generally scheduled in the fall of each school year for all parents to review first quarter progress. A date and time are also scheduled for teachers to meet with parents in the spring for students who are in danger of failing. All teachers should be available to meet with parents upon the request throughout the school year. Likewise, it is expected that teachers will initiate parent contact when a student is at risk of failing or working below potential.

PERSONAL ITEMS

The District is not responsible for any personal items brought into the building by staff. Coffee pots may only be stored in the teacher's lounge and all furniture items must be pre-approved by building administration before bringing into the building. Candles are not to be used or stored on school property.

PERSONNEL RECORDS, MAINTENANCE, AND ACCESS

The employee's personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision. An employee will be permitted access to his or her personnel records according to state law and guidelines developed by the Superintendent. See Board Policy 5:150.

No employee shall disclose the contents of any employee file to any person except in the exercise of job responsibilities. This does not prevent access to an employee file by the employee or his/her authorized representative. No employee may remove files from the building where maintained by the District without advance written authorization from the Superintendent or his/her designee. See Board Policy 5:150.

Access to personnel records is available as follows:

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

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

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

An employer shall review a personnel record before releasing information to a third party and, except when the release is ordered to a party in a legal action or arbitration, delete disciplinary reports, letters or reprimand, or other records of disciplinary action which are more than 4 years old.

An employee can submit a written request to the Superintendent asking that a document be removed from his/her personnel file. The Superintendent and Board of Education retain the sole discretion to approve or deny the request.

PHYSICAL EXAMINATION

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. All physical fitness examinations must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician's assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the Board of Education.

Any employee who has provided a medical release form duty by a physician must also provide authorization from a physician to return to work.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, if the examination is job-related and consistent with business necessity. With approval by the Superintendent, the district will pay the expenses of any such examination. See Board Policy. 5:30.

PHYSICAL RESTRAINT POLICY

The use of corporal punishment is not permitted in schools in the State of Illinois. Corporal punishment is defined as paddling a child in order to punish him/her for misconduct. District 347 has no place for slapping, rough handling or any verbal or physical punishment administered by teachers, staff or administrators in a state of anger.

Staff members that have been trained in CPI – Crisis Prevention Intervention will support students in crisis and in the event a physical restraint is required. Following a physical restraint, a CPI Restraint form is required to be completed. These are available in the school office.

PROFESSIONAL APPEARANCE

All employees in LHSD 347 are expected to maintain a professional appearance. Personnel dress or grooming which causes or which the administration reasonably anticipates will cause interference with the educational environment or work of other employees is prohibited at school, school sponsored events, or during work hours. Exceptions may be made as the curriculum, specific activities, or job description dictates on occasion as authorized by administration. Administration may also declare special days when alternate dress is permitted. Staff members must adhere to the same dress code as students. Short, sweatpants, cut-offs and other "informal" attire do not represent the staff member as professional or as a person who demands respect from students. Personnel dress or grooming which causes or which the administration reasonably anticipates will cause interference with the educational environment or the work of other employees is prohibited at school, school sponsored events, or during working hours. Exceptions may be made as the curriculum, specific activities, or job description (i.e., PE teacher) dictates or on occasion as authorized by the building administration.

PROFESSIONAL DEVELOPMENT (MEETINGS/WORKSHOPS)

In order to maintain the high level of rigor and quality in La Harpe CSD #347, professional development will be provided to all employees. All employees will be required to attend the professional development that pertains to their department/position. The superintendent will share the dates and times of those meetings in advance.

Staff wishing to attend a professional development meeting or workshop should complete the request form at least five (5) working days in advance and submit to the Superintendent for approval.

Teachers wishing to receive CPDU/CEUs for their professional development, if not provided, will need to submit the agenda to the superintendent.

Conferences should be related to professional growth plans and/or school improvement plan. Reimbursements will be allowed for pre-approved expenses as per school code and board policy. All PD and conference expenses must be approved prior to registration/attendance. If attending a PD or conference and the Professional day Request form is not submitted and approved in advance, reimbursement cannot be made, per Illinois law.

Reimbursement guidelines for conference/workshop attendance:

1. Approval must be obtained prior to registration and attendance of the conference.
2. All receipts must be itemized and accompany reimbursement expense form.
3. Reimbursement will be provided for meals, hotels, and mileage to and from the conference. Alcoholic beverages will not be reimbursed by the district. Room service will not be reimbursed.
4. The superintendent will secure hotel/lodging for all conferences.

PROFESSIONALISM

All employees of the District are reminded of the importance of dealing with the public in a positive, professional manner. Employees are encouraged to be helpful, friendly, and cooperative when working with parents and community members. Employees shall not use profanity or inappropriate language when speaking to parents, students, or staff. Employees shall monitor all conversations when in the presence of students. La Harpe staff members shall not engage in, whether or not at school, at its sponsored events or during working hours, behavior which constitutes gross disrespect for the property or rights of students, teaching staff, administrative staff, or other La Harpe staff members.

As listed in Board Policy 5:130 regarding internal information, district employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and as appropriate, confidentiality of internal information. Non-certified employees may be privy to student issues. Confidentiality is expected and employees should not engage in conversations regarding private matters of students.

According to Board Policy 5:20, workplace harassment is prohibited. The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 Policy 7:20, *Harassment of Students Prohibited*.

No La Harpe staff member shall engage in acts which are dangers to the property of the District, students, other La Harpe staff, parents, or to the health, safety, or welfare of students, other La Harpe staff, or parents. This rule shall not be deemed violated by accidental acts which are not intended by the La Harpe staff member; by La Harpe staff member shall engage in activities during non-school hours which intentionally cause injury or harm or attempts to cause injury or harm to other La Harpe staff, children,

their property, or the school district or its property. La Harpe staff members who commit any felony offense or other criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment.

La Harpe staff shall not, at any time, whether or not during working hours or whether or not on the business of the employer, aid, abet, solicit, or engage students or any employee in any activity which is illegal or immoral.

Repeated incidents of inappropriate and/or unprofessional behavior may be cause for discharge if other disciplinary measures have failed to deter misconduct.

No La Harpe staff member shall willfully refuse to obey reasonable written or oral instructions of a member of the administrative staff or his or her immediate supervisor in an emergency situation.

No La Harpe staff member shall willfully refuse to obey the policies, rules and regulations of the Board of Education or attempt to violate a Board Policy, rule or regulation. La Harpe Staff members shall not engage in willful behavior which interrupts the orderly process of school affairs. This rule does not prohibit activities permitted by the Illinois Labor Relations Act.

RECOGNITION FOR SERVICE

The Board of Education will sponsor a service recognition program in order to recognize and express its appreciation to employees who have provided long services to the District. See Board Policy 5:110.

RECORD KEEPING

All assigned reports, grade reporting, daily lesson planning, long-term planning, and special record keeping should be promptly attended to and adhere to established due dates. Good work habits, directness in assignments, and interesting, well-planned classes are definite factors in minimizing disciplinary problems. La Harpe staff members are required to keep accurate records for their position(s).

REPORT CARDS

Reports cards are issued every quarter and are available through PowerSchool.

The main objective of a report card:

1. To inform the parents of the academic standing of their child(ren).
2. To assist children to evaluate their own progress.
3. To assist parents in cooperation with the school to further the progress of the children.
4. To establish an informal relationship between the home and the school. Conferences with parents during the year are advisable where students are below average in achievement. Conferences with parents are expected to be conducted in a professional manner.

The report cards will be computerized using PowerSchool Student Management Program and posted for parent access. Staff members will enter grades into the computer, except for PreK and Kindergarten.

The office will print copies to place in students' files.

REIMBURSEMENTS

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been pre-approved by the Superintendent, after proper submittal of receipts to the Superintendent in accordance with Board Policy 5:60.

RELIGIOUS HOLIDAYS

The superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 72 hours' prior notice.

RESIGNATION & RETIREMENT

Tenured teachers may resign at any time with the consent of the Board of Education or by written notice sent to the Board of Education Secretary at least thirty (30) days before the intended date of resignation. No teacher may resign during the school term in order to accept another teaching position without the consent of the Board of Education. Probationary teachers may resign during their contract period only with the Board of Education's consent. See Board Policy 5:210.

SCHEDULED ACTIVITIES

To avoid conflicts, please have all activities approved in advance and placed on the Master Calendar in the Central Office.

SCHOOL HOURS

The standard workday shall consist of seven- and one-half hours. Schedules may vary according to the building/job schedule. Teachers must be in the building at the start of the workday with the classroom unlocked. If students need to see you, make yourself available in your classroom during this time. If students are not requesting help, you are fill your supervision assignment, remain in your room, or outside of your room for student supervision.

Supervision assignments will be made for staff before school begins, between classes, during assemblies, during lunch periods, recesses, and after school. Teachers who are not assigned hall duty will remain in their classrooms or outside their door for student supervision.

During scheduled teaching assignments, teachers are not to leave their students unsupervised. If an emergency arises and it's necessary to leave the classroom, they must make arrangements through the building administration so the students are not left unattended.

At any given time throughout the school day, teachers who have non-student contact should plan lessons, evaluate assignments, contact parents, or prepare classroom materials. Teachers may also be asked to attend meetings.

Anytime a staff member needs to leave the building, he/she must have the building administrator's approval.

SHARED SPACES

Teacher work and lunch areas are common areas that are utilized throughout the day by all staff. In order to keep the areas clean, please respect the following:

- Wipe and clean any messes you make
- Wash your own dishes
- Keep areas neat and tidy
- Return any items you have used to their intended location

SECURITY

The issue of school violence has caused the board and the administration to seriously consider the security of all buildings. After the tardy bell rings, all entry doors will remain locked, including the Johnson Building and PreK, throughout the school day. No parents or visitors are to enter any building at any door

other than the front doors by the office and all parents or visitors must have a visitor pass on at all times. Any violation to this rule should be immediately reported to the office.

SEXUAL HARASSMENT

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all circumstances. A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge. Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use Board Policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiation a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

SOCIAL MEDIA

In accordance with Board Policy 5:125, all District employees who use personal technology and social media shall:

- Adhere to the high standards for appropriate school relationships required by Board Policy 5:120, Ethics and Conduct, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by Board Policy 5:20, Workplace Harassment Prohibited; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Illinois Code of Education Ethics, 23 Ill. Admin. Code § 22.20
- Not interfere with or disrupt the educational or working environment, or the delivery of education or education support services.
- Comply with Board Policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.
- Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that use will not interfere with job duties or otherwise be disruptive to the school environment of its operation.

When using social media, employees should ensure that privacy settings are appropriate and should review those settings frequently. Social media should be used appropriately. Specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Staff can appropriately use technology to engage and interact with students, but should take steps to ensure that professional boundaries are observed in the process. Staff are encouraged to use separate personal and professional social media accounts to establish a boundary between school and personal life.

When using social media professionally, staff should:

1. Obtain the consent of the building administration.
2. Allow parents and administrators to access the page as well as students.
3. Visit the page or profile often and maintain it to ensure the content remains appropriate and complies with local board policies and laws related to copyright and privacy of student information.

When using social media, both privately and professionally, staff should ensure that privacy settings are appropriate and should review those settings frequently. Social media should be used appropriately. Specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing libelous, or that can create a hostile work environment.

SOLICITATIONS BY/FROM STAFF

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

SPECIAL PROJECTS IN CLASSROOMS

Students may work in classrooms at times other than the regularly scheduled period provided the teacher involved with the project is present. Students are not to be in the building except under the supervision of a teacher.

STAFF MAILBOXES AND EMAIL

All staff members are provided with a mailbox and email. Important notices, communications, and memos, will be placed in the respective mailboxes. All staff are expected to check their mailbox and email each day. All staff must comply with the district network policy when using email.

Outgoing and interoffice mail locations are available in the office. Every employee has the ability to use the Interoffice Mail that runs daily between the Main Office and Central Office. Cash and/or confidential papers should not be sent via the mail, and it is recommended that those documents are scanned to the appropriate people instead or brought over to the District Office by the responsible party. The District is not responsible for lost items or cash that has been sent through the mail. Do not send students to get items from a mailbox.

STAFF TRAINING

Staff will receive information regarding mandated online trainings and must be completed in a timely manner.

STAFF WORK DAY

As per the negotiated collective bargaining agreement, the normal teacher's day shall not exceed seven and one-half hours, including a duty-free lunch. The administrative staff is authorized to extend the standard teacher work day when deemed necessary. Examples may include:

1. Meetings scheduled by the administration.
2. Altered bus services.
3. Teacher committee meetings.
4. Scheduled appointments with parents or students by the Principal for parent/teacher conferences.
5. Open house.
6. Emergency situations where employee presence is requested by the Superintendent to protect the welfare and safety of the student.

Attendance of all teachers at teacher meetings is mandatory. An employee's compensable work day is established each year and is dependent upon the work assignment and duties. Employees are expected to be on duty at the beginning of their shift until the end of their shift. All overtime and compensatory time must be preapproved in writing/text by the Superintendent.

Schedules may vary according to the building schedule for each attendance center and/or department. Individual workday hours are indicated on employee contracts issued at the beginning of each year. Any additional time (overtime) must be pre-approved by the Superintendent. Anytime an employee needs to leave the building, he/she should have the building administrator/supervisor's approval. The Superintendent may adjust hours as needed.

STUDENT ABSENTTEE & TARDY PROCEDURES

Attendance procedures are spelled out in the student handbook. Teachers should be familiar and consistent with following attendance and tardy procedures. Please refer to the student handbook.

Attendance is taken on the computer with PowerSchool. The junior high will post attendance at the beginning of every period. The elementary teachers will post attendance the first thing in the morning.

At the end of the day, the attendance roster will be picked up and brought to the office for verification (place sheet on clip outside of door before 2:45 pm). If a student is tardy to class, please mark them tardy on the computer as well as recording what time they checked in to your class on your Attendance Roster Sheet. Junior High teachers should keep track of student tardiness. When a student is tardy for the fourth unexcused time, a detention should be issued. Elementary teachers should call the parents of their students who are chronically tardy. Detentions given to elementary students who are tardy need to be discussed with the building administration first.

STUDENT DISCIPLINE

School discipline is a joint responsibility to be shared by all members of the staff. The responsibility and authority extended throughout the school in helping to correct any situation that you see needing attention. The best manner in which to deal with discipline is that every teacher strives to be firm, to be fair, and to be consistent. When it is necessary to make referrals of discipline problems to the office, the teacher will act in an advisory capacity to relate details of the violation to the building administration. In general, the responsibility for classroom conduct is that of the classroom teacher. It is the responsibility of staff to enforce the student handbook. It is exceedingly important that classroom procedures are established and maintained. Please be families with Board Policy 7:190.

STUDENT HANDBOOK

All students will receive either a digital or a physical copy of the Student Handbook at the beginning of the year which spells out behavioral expectations and consequences from a school-wide perspective. Every staff member is expected to model and follow policies and procedures in the Student Handbook.

STUDENT TEACHERS

Any requests from a college or university to host a student teacher within the classroom should be directed to the Superintendent.

SUBSTITUTE TEACHER INFORMATION

Each classroom teacher is to prepare a substitute teacher folder. The folder is to be readily available for the substitute teacher, either in the building office or on the teacher's desk, and updated as changes occur.

The folder shall consist of the following information:

1. Pictured seating charts.
2. A copy of the daily class schedule by period, subject, etc.
3. Pertinent medical, behavioral, or IEP information regarding students.
4. Lesson plans will be made available to the substitute teacher and will support LHSD 347 Board approved curriculum.
5. Additional or special duties that would not be listed in the schedules.
6. Classroom management and daily procedures will be provided to the substitute.
7. Location of instructional materials.
8. Information regarding the emergency "all call" system/PA.
9. Emergency procedures and location of maps.

SUPERVISION OF STUDENTS

Staff may have supervisory duties, which include before/after school supervision at the front doors, back doors, in the gym, and before school in common areas and may on a rotating basis. During passing periods or building transition times, teachers should regularly oversee students moving through the building.

TECHNOLOGY

All technology support requested need to be submitted to QNS via the QNS portal on the computer. Please be as descriptive as possible so the team knows what equipment to bring as well as providing a detailed description of what has already been tried.

TELEPHONE USE

A school phone is provided in the office. There a limited number of lines that service the entire school. During the school day, please expedite all calls as efficiently as possible so that the lines are not tied up. Personal calls should be kept to a minimum. On incoming calls, we will assume that if the staff member is in class, we will not interrupt unless it is an emergency.

Students should not be allowed to use the school phones unless **supervised** by a staff member.

TERMS OF EMPLOYMENT

Please refer to the LEA contract.

TEXTBOOKS AND SUPPLIES

All textbooks, except workbooks, are loaned to the students in La Harpe CSD 347. At the time the books are distributed, each teacher will make sure that every student is assigned a book in accordance with building procedure. The teacher should check to see if the student has his/her own book periodically. Textbooks will be checked at the end of the school term. The students will incur the repair or replacement cost for damaged books. Each textbook should be stamped "La Harpe CSD 347".

At the close of the school term, it will be the duty of each teacher to see that all books used in his/her classroom are returned. Teachers are responsible for the custody of the supplies, books, and equipment and are required to keep a current inventory of all textbooks and supplies.

TIMESHEETS

It is the employee's responsibility to submit an approved attendance sheet by the designated dates. Employees are required to keep accurate work records that reflect their workday. Overtime must be pre-approved in writing by the Superintendent. Failure to submit attendance sheets by the deadline may result in a delay of payment.

TITLE IX NON-DISCRIMINATION COORDINATOR

Ashlee Goettsche – 404 West Main Street, La Harpe, Illinois 61450 (217) 659-3713;
agoettsche@laharpeeagles.com

TOXIC CHEMICALS

There is a long list of items that have been deemed to be toxic to people in general and children in particular. Teachers are advised that the Federal & State governments have made it illegal to use the following items when children are present:

1. Any permanent markers
2. Correction fluid (White-Out, Liquid Paper, etc.)
3. Rubber Cement

Teachers will not allow any student to use these items in their rooms, nor will teachers use any of the above items in the classrooms when students are present. Any usage of these items should be confined to the teacher's workroom/lounge, or in classrooms after school has been dismissed and all students are gone.

TRANSPORTATION

All staff must use district vehicles for approved school trips. Further information regarding transportation to/from athletic contests is located in the District's coaches' handbook.

VERIFICATION OF EMPLOYMENT

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee. See Board Policy 5:150.

VISITORS & VOLUNTEERS

Visitors are welcome to any School District building, provided their presence will not be disruptive. All visitors must sign in the school office and wear a Visitor's Badge. Any person wishing to confer with a staff member shall contact that staff member to make an appointment.

Conferences with teachers are held outside of instructional time. When leaving the school, visitors must return their badge.

Any staff member may request identification from any person on school grounds or in any school building: refusal to provide such information is a criminal act. Administration or his/her designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board Policy 8:30.

WORKING CONDITIONS

No expectation of privacy: school property and/or furniture owned by the La Harpe staff member on school premises may be searched by the administration during the course of an investigation.

Outside employment or activities shall not interfere with performance of job duties.

La Harpe CSD 347 will always attempt to provide wholesome working conditions and will work to improve them. The District is especially interested in maintaining the District's buildings as the cleanest and safety of places to work for all employees, as well as for our students. We expect everyone will want to do his/her utmost to help make the schools a desirable place to work. Specific points on safety regulations will be posted in the various work areas.

WORKROOM

The school has a space designated as the teacher's work room. Please do not allow students to enter and keep the room clean and neat at all times.

Violation of any policy, rule, regulation guideline, or procedure is grounds for disciplinary action and/or termination of employment.

In conclusion, the purpose of this handbook is to clarify administrative procedures and La Harpe Board policies to ensure equity, professionalism, and a safe working environment. All La Harpe CSD 347 staff members are greatly appreciated and district teamwork is imperative in order to carry out our mission.

RECEIPT AND ACKNOWLEDGEMENT

I acknowledge receiving a copy of the La Harpe Community School District Employee Handbook on the date written below. I agree to read the Handbook, study its contents, and follow all District policies and procedures.

I understand that the Handbook replaces and supersedes any previous employee manuals and other similar documents that I may have received from the District. I also understand that it is distributed as a guide and summary of the District's current policies, procedures, and guidelines, any of which may be changed or revoked by the District at any time with or without notice to employees.

I understand that neither the Handbook nor any of the District's policies or procedures is an express or implied contract.

Employee's Signature

Employee's Name (printed)

Date

DRAFT

2023-2024

La Harpe Student Handbook

We build the future one child at a time.



404 West Main Street
La Harpe, Illinois 61450
217-659-3713

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**2022-2023 Student Handbook
La Harpe District 347 School Information**

General School Information

The School Board governs the school district, and is elected by the community. Current School Board members are:

Justin Detherage, President	ddetherage@laharpeeagles.com
Jake Allen, Vice President	jallen@laharpeeagles.com
Dana Blythe	dblythe@laharpeeagles.com
Bill Collins	bcollins@laharpeeagles.com
Leandra Deitrich	ldeitrich@laharpeeagles.com
Josh Gebhardt	jgebhardt@laharpeeagles.com
Josh Walker	jwalker@laharpeeagles.com

The School Board has hired the following administrative staff to operate the school:

Dr. Janet Gladu, Superintendent	jgladu@laharpeeagles.com
Haley Humes, School Psychologist/SPED Coordinator	hhumes@laharpeeagles.com
Ashlee Goettsche Guidance, Homeless Liaison, Title IX Coordinator	agoettsche@laharpeeagles.com
Ryan Hopper, Athletic Director/Dean of Students	rhopper@laharpeealges.com

The school is located and may be contacted at: 404 West Main Street La Harpe, IL 61450 (217)659-3713
Central Office 659-7739

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Faculty and Staff

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Jadrien VanFleet	1 st grade	jvanfleet@laharpeeagles.com

PREAMBLE: La Harpe Community District #347 welcomes new and returning students to La Harpe Elementary and Junior High School. We are proud of the advantages and opportunities offered to our students. The mission of La Harpe schools is accomplished through the joint efforts of the School Board, Administration, Teachers, Parents, Community, and Students. We want the community to be proud of La Harpe and for our students to uphold the principles of our school.

Along with the academic learning offered here, we hope the students will learn a sense of responsibility and justice so that their years at La Harpe School will be happy and successful and in their years beyond school they will be responsible citizens. This handbook is a statement of the policies, traditions, and practices governing La Harpe schools. This handbook of information is prepared for all students, teachers, and parents as a guide in matters which we must understand for good citizenship and efficiency in running the school. All handbook and school rules apply to all school- sponsored events. Many questions you may have can be answered by the information given here. Any situation not specifically covered in this handbook is left to the discretion of the administration. We welcome the opportunity to help you at La Harpe Schools.

INTRODUCTORY INFORMATION

The Illinois School Code states anyone seeking to enroll a student in any public school in Illinois must follow and meet specific residency requirements. The school district reserves the right to evaluate residency evidence presented. If requested for evaluation, a proof of residency form is to be completed and returned to the school. Merely presenting the items of proof does not guarantee admission. Proof of Residency must be completed within 30 days of request, or the family will be billed for tuition to continue attendance in our schools. Tuition for the 2023-2024 school year will be \$10,997.06 as established by ISBE. Families will be billed from the date of enrollment or the first day of the student school year, whichever is later.

WARNING – If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situation as defined in State law.

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purposes of enabling that student to attend any school in the District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor.

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss o**

privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term *electronic networks* include 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-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks are a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed on Campus

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 a material and 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, slanderous or obscene, 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 School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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.

Access to Student Social Networking Passwords & Websites

School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Annual Notice to Parents about Educational Technology -Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school

activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Asbestos Notification

The following is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Policies of the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the District. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the buildings. The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as students attending La Harpe Schools in grades 5 – 8.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Awareness & Prevention of Child Sexual Abuse, Grooming Behaviors, & Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone

- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student

- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the *Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement*. Your student must also sign the *Internet Acceptable Use* agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

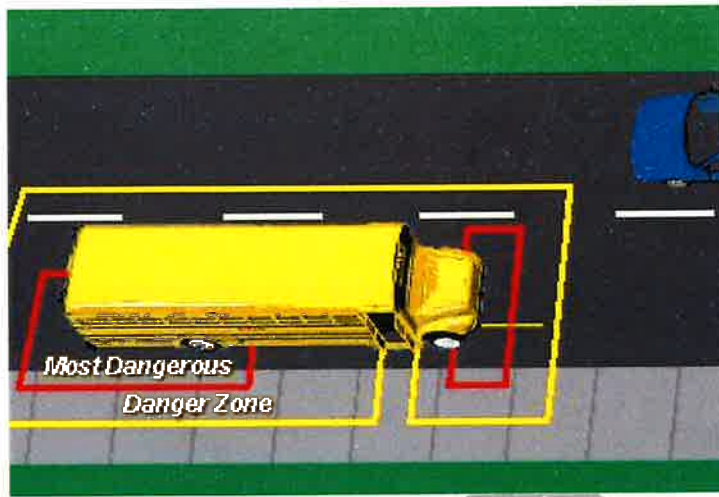
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Marlie Deeter at (217) 659-7739.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Superintendent Janet Gladu

Central Office

(217) 659-7739

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Superintendent Janet Gladu at (217) 659-7739.

Equal Education Opportunities & Sex Equity

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

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 or parent/guardian with a sex equity or equal opportunity concern should contact: Ashlee Goettsche – 217-659-3713; agoettsche@laharpeeagles.com

Exemption from Physical Education Requirement (K-8)

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure – Exemption from PE Requirement.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Extra-Curricular:

Student Council Grades 6-8. Four students from each grade level (6-8)—will be selected by their classmates for student council. They will work with the student council advisor in planning activities for the junior high.

Band and/or Chorus Grades 5-8. Students will be participating in programs and IESA contests.

*Students in 6-8 are not required to take Band or Chorus. Since these courses are electives, it is assumed that the students want to be there. Students will not be allowed to drop the courses once they have started until the end of the semester.

*5th Grade Band-Please keep in mind that it exciting to begin band and then, when it requires a little work and effort, the enthusiasm wears off. Students who stay with their instrument throughout the year see a great improvement for their efforts.

Playing the instrument becomes enjoyable and rewarding to a child's self-esteem and feelings of accomplishment. Because of this, we hope parents will encourage their children to remain in band for the entire year and show pride in their accomplishments as they attempt to learn a new skill. Students will be allowed to drop band, with written parent permission, up until the end of the 3rd week of the quarter.

Extracurricular and Athletic Activities Code of Conduct

La Harpe 5/6 Grade and 7/8 Grade Athletic Teams are in a Cooperative Agreement with Dallas City. Sports offered are 6/7/8 Baseball, 5/6 Girls Basketball, 7/8 Girls Basketball, 5/6 Boys Basketball, 7/8 Boys Basketball, 5/6 Volleyball, 7/8 Volleyball, 5-8 Girls Track, 5-8 Scholastic Bowl, 5-8 Boys Track, and Cross Country 5-8.

Incident Weather: If school is cancelled due to weather conditions, all athletic and extra-curricular activities will be cancelled. If weather conditions worsen on a Saturday or later in an evening, the decision to cancel will be made by the athletic director or administrator. Coaches, parents, and media will be notified of the cancellation.

Non-participants at practice: Only athletes who are members of the team are to be present at practice. There should not be any younger siblings, friends, or parents of athletes present.

Athletic Council: The athletic council shall exist of the principal, athletic director, and all head coaches. The athletic council deals with readmission to a sport or activity after dismissal, ejections from games, and other instances as needed.

Athletic Prices

<u>Admission:</u>	Students, Senior Citizens (55 or older)	\$2.00
	Adults	\$3.00

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

La Harpe Junior High is a member of the Illinois Elementary School Association, the Sand Valley Conference, and the Hancock County Junior High Athletic Organization. In order to represent La Harpe Elementary/Junior High, students must meet eligibility rules of the IESA. In addition, the following rules and regulations must be met prior to and during athletic participation:

- Be in attendance at least ½ day the day of the game. This can be waived with extenuating circumstances by the principal. Proof of a physical examination must be on file prior to participation in any sport including practices.
- Students serving a school suspension are not eligible to play during their suspension.
- Students must be passing all subjects. Grades are cumulative throughout the grading period.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades in all classes. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer. Grades are cumulative throughout the grading period. Eligibility is turned in Wednesday afternoon of each week for the following week (Monday through Saturday). Coaches, students, and parents are notified of ineligibility.

Students who are ineligible may not participate in games but are expected to be at practices and attend all athletic events. The athlete is to sit on the bench with the team, not in uniform, and remain with the team throughout the game.

Students who are ineligible for three weeks may be in danger of being dismissed from the team. The athletic council will make the determination.

Students must use their legal name when participating in athletic or extra-curricular activities.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means an, 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

Concussions and Head Injuries:

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is

represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Dual-Activity Participation

If a conflict arises between two activities, students are to participate in the competition rather than the practice. If two competitions are conflicting, a conference with the athletic director, coaches, parents, and students involved will be held to decide. If there is a conflict between a school sport and a traveling team, the student must attend the school sport event or there will be a penalty of sitting the next game or match (whatever is missed).

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
 - The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Grievance Procedure

Whenever a problem or grievance develops in an athletic activity, the following chain of command is to be followed by the person with the grievance:

- As soon as practical, the person must first attempt to solve the problem with the coach/sponsor involved. This process shall be completed in a prompt and timely manner. The student should try to appropriately communicate his/her concerns with the coach/sponsor first before the parents step in on behalf of their child.
- Parents should talk to the coach/sponsor if the student/coach conversation does not resolve the issue. If the situation is not resolved, the participant may appeal to the athletic director or principal.
- If there is still a grievance, the participant may discuss the issue with the superintendent.
- If the grievance cannot be resolved after the above steps, the final decision regarding the grievance shall be with the Board of Education for District #347. It is the responsibility of the party in grievance to appropriately contact the coach/sponsor first and then to follow the chain of command.

Interscholastic Philosophy Statement/Guidelines

We believe interscholastic athletics and extra-curricular activities are an integral part of the total curriculum of the school. It is believed the following statements reflect our philosophy: Activities must be for all boys and girls who are physically able to participate.

Athletics and extra-curricular activities must be educational and contain learning experiences that fit into the overall educational program; be controlled by school authorities, both local and state; and have leadership by regular members of the school staff or those who have been duly appointed by the School Board.

At the 5th/6th grade level, the emphasis will be on fun, physical development, skills, social experience, and good sportsmanship. Coaches will strive to have equal playing time for all students on the team.

At the 7th/8th grade level, the emphasis will be placed on achieving team goals, therefore, students will participate in games according to the competition level of each individual game, fielding the most qualified and skilled players on the team, at the discretion of the coaches. Playing time will be determined by game situations and coach's discretion.

Students will play at their grade level unless circumstances (such as number of players, skill level, respectful attitude, level of competition, eligibility, work ethic, post-season IESA series) warrant a move to a higher level.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Responsibilities of Participants

Participation in extra-curricular programs is available to all eligible students, providing they are willing to assume certain responsibilities. All students have a right to participate in an activity or sport but actual participation is a privilege and must be earned. Therefore, students are required to:

- Display high standards of social behavior at school, at games/events, and on social media sites. Display outstanding sportsmanship.
- Remember that they are students first, and athletes or participants second. Pay proper respect to our flag, officials, and opponents.

- Notify the coach of their legal name for the roster. Be at practice and give his/her best at practice.
- Abide by handbook policies.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of practice in the first sport in which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Student Athlete Concussions and Head Injuries

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

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols

Training Rules

Participants are expected to set a good example in regard to conduct. Rules are in effect from the beginning of practice or the beginning of the school year, whichever comes first, until the end of the school year.

Head coaches/sponsors will conduct a parent meeting at the beginning of each season. At the meeting, the coach/sponsor will hand out expectations for the season, including consequences for behavior and missed practices.

Travel

Sponsors/Coaches will be in charge of students from the time they leave school until they return. All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation unless other arrangements have been approved by the coach/sponsor and administration. At the request of an athlete's parent or guardian athletes may ride home with the parent or guardian (the student must be signed out with the coach by the parent). Parents may give permission, by note or phone call to the coach, for their child to ride home with another responsible adult. Due to the Coop, students may be dropped off at school with no coach on the bus, therefore, it is really important for parents to be at the school when the bus arrives. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on disease recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meal's programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

General Building Conduct

Students shall not arrive at school before 7:30a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

One or all of the criteria below should be used as guidelines upon which the decision to retain should be based:

1. The student has final grades that justify retention (grades of F for all four quarters, 2 or more F's in fourth quarter).
2. Performance on state and national achievement tests may reinforce the need for retention.
3. Current academic and maturity factors combine to indicate success at the next grade level will be extremely unlikely or impossible for the student.
4. Sub-standard achievement is the result of frequent or prolonged absence, lack of effort, or physical/social immaturity.

School report cards are issued to students every quarter which is about nine weeks. Midterm reports are sent home during the 5th week for students with a grade of D or lower. Some teachers may send home low C notices. Grades are based on a 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, F=0). Cumulative grades are averaged each quarter. The following scale is used for letter grades:

98-100	A+	88-89	B+	78-79	C+	68-69	D+	0-59	F
93-97	A	83-87	B	73-77	C	63-67	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, 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 School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; 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 school and 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.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

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

Nondiscrimination Coordinator:

Janet Gladu
404 West Main Street
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jgladu@laharpeeagles.com

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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Home & Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Janet Gladu at (217) 659-7739.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- Food bank and meal programs: Christian Church Food Pantry
- Food for Thought – See Brittany Teesdale – Building Secretary
- Local service organizations: Goodwill 1522 East Carroll Street, Macomb (309)421-0595 & Salvation Army 505 North Randolph Street, Macomb (309) 326-4824.
- Family shelters: Genesis Garden 307 East Carroll Street, Macomb (309) 326-3075
- Medical services: Hancock County Health Department (217) 357-2171

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Honor Roll

5th, 6th, 7th, and 8th Grade students will be recognized in the following manner at the end of each nine-week grading period:

- High Honors: Students must have a GPA of 3.85 or higher.
- Honors: Students must have a GPA of 3.50 – 3.84.
- Honorable Mention: Students must have a GPA of 3.25-3.49. (Students may have no grade lower than a "C" to be eligible for Honor Roll)

Immunization, Health, Eye & Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Parent Notices Required by Every Student Succeeds Act

1. **Teacher Qualifications:** A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
 2. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 3. The teacher is teaching under emergency or other provisional status.
 4. The teacher is teaching in the field of discipline of the certification of the teacher.
 5. Paraprofessionals provide services to the student and, if so, their qualifications.
 6. **Testing Transparency:** The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
 7. **Annual Report Card:** Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at laharpeeagles.org
- Parent & Family Engagement Compact

9. Unsafe School Choice Option: The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.
10. Student Privacy: Students have certain privacy protections under federal law.
11. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.
12. Homeless Students: For information on supports and services available to homeless students, see handbook procedure.

For further information on any of the above matters, please contact the building principal.

Parking

The school has two locations available for school visitor parking.

Those dropping off and picking up children may do so in the north parking lot between 7:45 am and 3:00 pm.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Parent Organizations & Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Janet Gladu

(217) 659-7739

jgladu@laharpeeagles.com

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Playground and Recess Rules

Recess is a privilege. Students who misbehave at recess or when outside of the classroom will be given a verbal warning, limitation of the activity, or continued misbehavior will result in a teacher or office referral. Obey the supervisors and be respectful. All students are expected to participate in recess activities unless a note is sent from a parent or guardian stating otherwise and giving the reason.

- When the whistle sounds, stop and listen for directions.
- Stay in the designated area for play. Do not leave the playground without permission from the supervisor.
- Use the playground equipment as it was designed to be used. Do not climb up the slides. Swing straight. Watch for people running by.
- Treat other people with respect and care.
- Do not wrestle, fight, or play karate-type games. Do not shove other students.
- Do not spit or use curse words.
- Do not bully or threaten other students.
- Play games safely and use good sportsmanship.
- No throwing of snowballs, rocks, dirt or wood chips.
- Only school-supplied equipment is to be brought out to the playground. (Personal toys/athletic equipment should be left at home.)

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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 and school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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.

Bullying includes cyber-bullying 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.

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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Request to Access Classroom or Personnel for Special Education

Evaluation or Observation

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

For further information, please contact the building principal.

Safety Drill Procedures & Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:00 a.m. to 12:15 p.m., except when there is a 11:30 a.m. or earlier dismissal.

All students eat breakfast and lunch for free. Adult prices for breakfast - \$2.50 and lunch \$3.60. Extra milk and room milk may be purchased for \$0.40.

School Dress Code

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

- Student dress (including accessories) may not display sexual innuendo, lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day and kept in their locker until the end of the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips or tears that reveal buttocks and or undergarments require tights or leggings underneath. Clothing that is otherwise poorly fitting that reveals buttocks and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Low rise shorts, skirts, pants or jeans will not be permitted. Shirts must touch the top of pants.
- Shirts, tops, and dresses - Straps on tank tops must be at least one inch wide. Necklines must be high enough to cover cleavage. The stomach and back need to be covered when seated and bending over. Strapless, sheer and halter-type shirts are not permitted.
- Tops/shirts are to be worn at all times including Physical Education and athletic practice. Cut up shirts with large arm holes are not allowed at any time.
- Appropriate footwear must be worn at all times.
- Hoods shall not be worn at any time.
- If there is any doubt about dress and appearance, the superintendent/principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- 8th grade graduates will wear robes for graduation.

Dress for Recess

Mittens and/or gloves and hats need to be brought to school along with boots or other appropriate warm shoes for outside recess in the cold. Students will go outside unless it is raining or muddy or extremely cold.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers

make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Search & Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry,
<https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders,
<https://isp.illinois.gov/Sor/FAQs>

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR, ISA, and AIMsweb.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Student Absences

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.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (217) 659-3713 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Vacations and Special Events during the school year

- Parents are strongly encouraged to schedule family vacations with the school year in mind to ensure that students attend a maximum number of days.
- Requests by parents to have children excused from school for vacations and special events must be filed with the administration. Parents will be asked to fill out a "Parent/Guardian Consent-Vacation During School in Session" form. With the form on file, students will be marked "Absent-Excused". With no form on file, students will be marked "Absent-Unexcused".
- Prior to the student's departure, there is no requirement that a teacher will have work ready for the student, but teachers may provide work to do.
- Students will be expected to complete an "Independent Study Contract" before leaving in which activities will be due upon return.
- Students will be expected to turn in all work that was missed in addition to the activities chosen on the Independent Study Contract. All work will be made up within the time allotment (one day for each day gone) including homework, projects, quizzes, and tests. Work that is not made up or turned in on time will receive a "0" score.

Activity Eligibility

- In order to be eligible to participate in an extra-curricular activity (including practices) students must be in attendance at least ½ of the day of an activity and arrive no later than 11:15am.
- On School Improvement Days they must be in attendance by 10:15am.
- Any person whose absence is excused for any reason other than illness or injury for any portion of the day may participate in any activity at the discretion of the superintendent/principal.

Leaving School during the Day

- Appointments: Appointments should be made with the student's schedule in mind. Appointments should be made so that students will miss a minimum amount of school time. The procedure to be followed is:
 - Students who have appointments during the school day should have a note from a parent stating what time they will be picked up, the doctor's or dentist's name, time, date and location of the appointment.
 - All students must sign out in the office and receive permission to leave from the superintendent/principal or her designee.
 - Students are expected to return to school as soon as the appointment has concluded and report to the office.
- Illness: Students, who becomes ill during the school day, must follow the procedure below:
 - Students must be checked out in the school's office by their parent or guardian.
 - Students who leave the school building without following the above guidelines will be considered unexcused and may receive a suspension.
 - A phone call after the student has left without permission will not suffice.

Tardies

On the 3rd unexcused tardy in a class, students will be given a detention by the teacher. Each successive unexcused tardy will result in a detention for each additional occurrence.

In the event of any absence, the student's parent/guardian is required to call the school at (217) 659-3713 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Hunting

Students wanting to hunt need to turn into the office a copy of their permit and complete a "Request to be absent" form. If a teacher does not sign their form, due to failing or low grades in the class, students will not be excused from that class period.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Student Behavior

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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, 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. "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.
- g. 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.
- h. 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off 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); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
16. Being absent without a recognized excuse.
17. Being involved with any public-school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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.

When and Where Conduct Rules Apply

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

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;
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; or
5. During periods of remote learning.

Disciplinary Measures

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

1. Notifying parents/guardians.
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.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as 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 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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 not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
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.
3. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Expulsion

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. A student and/or parent shall be due the following procedural protection:

1. Prior to expulsion, a student shall be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have an opportunity for a hearing at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross examine adverse witnesses.
4. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear the evidence on the issue of whether the student is guilty of gross disobedience or misconduct charges. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Due Process

The students, parents, or legal guardian may appeal any disciplinary action by sending a written notice of appeal within two (2) school days to the building principal. Upon receipt of the appeal, the superintendent/principal will set up a meeting with the parents or legal guardian within two (2) days. The parent/guardian may appeal the Superintendent/principal's decision to the Board of Education at the next scheduled Board of Education meeting. The decision of the Board of Education will be final.

Behavior Intervention Guidelines

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening or generalizing desirable behavior to displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation, and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy and adhere to professionally accepted instructional practices.

District #347 must establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

1. Behavior Intervention Committee; Committee chair - Counselor Ashlee Goettsche, RTIB Elementary – Julie Garrison, Jennifer Hensley, Carrie Finch, and Junior High – Sharon Berlett, Joe Hincks, and Niki Pence.
2. Designation of behavioral interventions by level of restrictiveness;
3. Identification of behavioral intervention consultant;
4. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions;
5. Procedures for the documentation of emergency use of restrictive interventions;
6. Provisions for parent involvement;
7. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

District #347 Board shall (l) furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and require that each school inform its students of the existence of the policies and procedures annually.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is submitted by the student's parent/guardian. No student is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student's attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school does not expect to administer the following surveys that request personal student information.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Student Records

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 or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that

- identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
 3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
 4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intend to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
 5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
 6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
7. *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*
 8. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
 9. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
 10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Avenue, SW
 Washington DC 20202-8520

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Starting at 7:30, during instructional time, which includes class periods and passing periods, personal electronic devices must be kept powered-off and placed in the hall locker unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) or 504 plans; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are not allowed to use electronic devices during non-instructional time, which is defined as before and after school. Listening to songs with inappropriate language on personal electronic devices is prohibited on school grounds.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217)659-3713.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Suicide & Depression Awareness & Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Tuancy

Student attendance is critical to the learning process. Tuancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

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

Volunteers

Individual teachers make this decision. Teachers who desire volunteers will notify parents. For school wide volunteer opportunities please contact the principal. All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. Cross-Reference: PRESS 6:250, *Community Resource Persons and Volunteers*

2023-2024 IESA Registration

La Harpe

Member Center | Log Out

La Harpe Junior High School
404 West Main Street
La Harpe, IL 61450
County: Hancock
Contact: Mr. Ryan Hopper, AD
Phone: (217) 659-3713
Fax: (217) 659-3713
rhopper@laharpeeagles.com

Office Use Only

Submitter Ryan Hopper
Submitted 4/12/2023 10:06:59 AM
Date Rcvd.
Total Rcvd.
Check No.
Invoice School ID **282**
Entry Update ID **34109**

Register for the following activities:

Activity	Subtotal
2023 Boys Baseball	\$65.00
2023 8th Grade Girls Basketball	\$65.00
2023 7th Grade Girls Basketball	\$65.00
2024 8th Grade Boys Basketball	\$65.00
2024 7th Grade Boys Basketball	\$65.00
2024 8th Grade Girls Volleyball	\$65.00
2024 7th Grade Girls Volleyball	\$65.00
2024 8th Grade Boys Track	\$70.00
2024 7th Grade Boys Track	\$70.00
2024 8th Grade Girls Track	\$70.00
2024 7th Grade Girls Track	\$70.00
2024 Scholastic Bowl	\$65.00
TOTAL FEES OWED	\$800.00

Checks must be postmarked by June 5, 2023.

PLEASE PRINT TWO COPIES OF THIS PAGE

- Keep one copy for your records
- Mail one copy with your **school check** to the IESA

Mail to: IESA, 1015 Maple Hill Rd., Bloomington, IL 61705
SCHOOL CHECK(S) ONLY — NO PERSONAL CHECKS/PURCHASE ORDERS

NOTE: Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines:

- Computer generated checks are preferred
- Blue or black ink only
- Print clearly
- Do not write over the numbers located across the bottom of the check
- Do not staple or tape
- Postdated checks are not acceptable

2023-2024 IESA Registration

La Harpe

Office Use Only

Member Center | Log Out

La Harpe Junior High School
404 West Main Street
La Harpe, IL 61450
County: Hancock
Contact: Mr. Ryan Hopper, AD
Phone: (217) 659-3713
Fax: (217) 659-3713
rhopper@laharpeeagles.com

Submitter Ryan Hopper

Submitted 4/12/2023 9:20:45 AM

Date Rcvd.

Total Rcvd.

Check No.

Invoice School ID **282**

Entry Update ID **34103**

Board Approval Date: 4/12/2023

Paying dues only, no activities.

2023-2024 MEMBERSHIP DUES \$300.00

TOTAL FEES OWED \$300.00

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Update Memo



Please distribute to board members and appropriate staff.

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Online Instructions

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

1. Go to www.iasb.com and click on the  button.
2. 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, 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.
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4. Under "My Account Links," click on "PRESS Login."

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 111 Lead Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211, Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226, or Maryam Broline, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219.

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 **PRM** pages and use them to update your policy manual, please go to 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.

PRESS Bundles

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

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

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

Have feedback on **PRESS** materials?

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



ILLINOIS ASSOCIATION
OF SCHOOL BOARDS

Faith's Law Trailer Bill

Faith's Law, P.A. 102-676, amended multiple state statutes to close significant legal loopholes related to combating grooming (see discussion on page 4 of the **PRESS** Issue 108 Update Memo). The *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further addresses grooming and aims to end "passing the trash" – the cycle in which an employee engages in sexual misconduct, is dismissed, is hired by another employer unaware of the sexual misconduct, and then engages in sexual misconduct again. The *Faith's Law* trailer bill does this with legislative changes that include:

1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requires districts and their third-party contractors to perform a sexual misconduct related employment history review (EHR) before hiring an applicant or assigning a contractor employee to a position that involves *direct contact with children or students*. The EHR is required for all permanent and temporary employment positions within a school, including substitute employees. The new EHR requirement is in addition to the *complete criminal history records check* that is already required for school employees and certain contractors (those who have direct, daily contact with students). Districts and their contractors must use templates developed by ISBE to initiate the EHR. Regarding contractors, consult the board attorney about management of the overlapping but different standards that trigger complete criminal history records checks and EHRs. See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for more information.
2. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requires districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct. Parent/guardian notification procedures are also required when formal action is taken against the employee, including acceptance of the employee's resignation.
3. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requires superintendents to notify the State Superintendent of Education and the regional superintendent of schools, in writing, when he or she has reasonable cause to believe that any license holder has committed an act of sexual misconduct as defined in 105 ILCS 5/22-85.5(c) and that act resulted in the license holder's dismissal or resignation.
4. 105 ILCS 5/21B-75(b), amended by P.A. 102-702, eff. 7-1-23, authorizes the State Superintendent of Education to initiate the suspension or revocation of any license, endorsement, or approval due to sexual misconduct as defined in 105 ILCS 5/22-85.5(c).
5. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, prohibits districts from deleting disciplinary reports, letters of reprimand, or other records of disciplinary action related to an incident or an attempted incident of sexual misconduct as defined in 105 ILCS 5/22-85.5(c).

PRESS Terminology

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

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

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

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

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

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

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

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

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

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

- 2:110, Qualifications, Term, and Duties of Board Officers
- 3:40, Superintendent
- 3:40-E, Checklist for Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees - **NEW**
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:30-AP3, Sexual Misconduct Related Employment History Review (EHR) - **NEW**
- 5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer - **NEW**
- 5:90, Abused and Neglected Child Reporting
- 5:90-AP2, Parent/Guardian Notification of Sexual Misconduct - **NEW**

5:125, Personal Technology and Social Media; Usage and Conduct

- 5:150, Personnel Records
- 5:150-AP, Personnel Records
- 5:260, Student Teachers
- 7:190-AP6, Guidelines for Investigating Sexting Allegations - **REFORMATTED**

The **PRESS** editors extend their gratitude to the following individuals for their expert feedback on many pieces of **PRESS** material on *Faith's Law* trailer bill updates: **Dr. Kimberly C. Chambers**, Executive Director, Ill. Association of School Personnel Administrators, and Director of Human Resources, Adlai E. Stevenson High School District 125; **Cynthia L. DeCola**, Senior Counsel, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP; and **Charles Watkins**, Associate Director/General Counsel, Ill. Association of School Administrators.

Accelerated Placement Program

In March 2021, 105 ILCS 5/14A-32(a-5) was amended to require that "by no later than the beginning of the 2023-2024 school year," district accelerated placement policies allow for a student's "automatic enrollment, in the following school term, into the next most rigorous level of advanced coursework offered by the high school" if the student meets or exceeds state standards in language arts, math, or science. Despite the law not specifying which grades it impacts, ISBE guidance limits its application to districts with grades

9-12. ISBE also clarified that having a policy in place by the beginning of the 2023-2024 school year means districts should use scores from the 2023-2024 school year to automatically enroll students during the 2024-2025 school year.

The following **PRESS** materials are updated in response to ISBE's guidance:

- 6:135, Accelerated Placement Program
- 6:135-AP, Accelerated Placement Program Procedures

Library Media Program and Resources

In response to the resurgence of school library book challenges, as well as feedback from **PRESS** subscribers and Ill. Council of School Attorney (ICSA) members, we have revised the 6:230 suite of **PRESS** materials, including adding a new administrative procedure and exhibit objection form to help districts manage library resource objections in a consistent manner.

The following **PRESS** materials are updated:

- 6:230, Library Media Program
- 6:230-AP, Responding to Complaints About Library Media Resources - **NEW**
- 6:230-AP, E, Library Media Resource Objection Form - **NEW**

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. 5.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 4:60-AP5, Federal and State Award Procurement Procedures - **RENUMBERED**
- 4:60-AP5, E1, Internal Procedures for Procurement Transactions - **RENUMBERED**
- 5:90-AP1, Coordination with Children's Advocacy Center - **RENUMBERED**

PRM Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1400+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 465 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. 5.

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

- 4:60-AP2, Third Party Non-Instructional Contracts
- 5:170, Copyright
- 7:180-AP1, E1, Resource Guide for Bullying Prevention
- 7:180-AP1, E2, Be a Hero by Reporting Bullying
- 7:180-AP1, E3, Memo to Staff Regarding Bullying

- 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying
- 7:180-AP1, E5, Report Form for Bullying
- 7:180-AP1, E6, Interview Form for Bullying Investigation
- 7:180-AP1, E7, Response to Bullying
- 7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence
- 7:190-AP1, Student Handbook - Hazing Prohibited
- 8:20, Community Use of School Facilities

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

Progress Report — The contents of this table frequently change.

Topics	Our Response
<p>Federal Agency Releases K-12 Cybersecurity Report and Toolkit</p> <p>As required by the federal K-12 Cybersecurity Act of 2021, the Cybersecurity and Infrastructure Security Agency (CISA) has released a report on cybersecurity risks facing K-12 schools, which includes specific recommendations for schools, as well as an extensive toolkit aligned to the recommendations. The report and toolkit are available at: https://www.cisa.gov/protecting-our-future-cybersecurity-k-12.</p>	<p>The 7:345 suite of PRESS materials will be updated with these resources in the fall 2023 PRESS issue.</p>
<p>Boards Need to Study and Decide Potential Opt-Out From Career Exploration and Development Requirements</p> <p>105 ILCS 5/10-20.83, added by P.A. 102-917, requires boards to adopt and commence certain career exploration and career development activities for grades 6-12 that are in alignment with State frameworks by 7-1-25, unless a board decides to opt out of all or part of the requirements of P.A. 102-917 by adopting a set of findings that considers six different factors. For an overview of the law's new requirements and opt-out process; see: http://edsystemsniu.org/governor-signs-hb3296-public-act-102-0917-advancing-on-pwr-act/.</p>	<p>Following the release of additional guidance and resources from the Ill. State Board of Education planned for 2023 and 2024, policy 6:60, <i>Curriculum Content</i>, will be updated in the fall 2024 PRESS Issue.</p>
<p>New Federal Laws Protect Pregnant and Nursing Employees</p> <p>On 12-29-22, the President signed two new laws that provide pregnant and nursing employees with greater legal protections. First, the Pregnant Workers Fairness Act (PWFA), eff. 6-27-23, requires covered employers to provide reasonable accommodations to pregnant employees, unless they would create an undue hardship for the employer. The EEOC is required to issue regulations within two years of the PWFA's enactment. See https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act. Second, the PUMP for Mothers Nursing Act (PUMP Act) requires covered employers to provide both non-exempt <i>and</i> exempt employees with reasonable break time to nurse a child or express breast milk and provide a private space (other than a bathroom) to do so, for one year after a child's birth. The PUMP Act is currently in effect, except that remedies for violations are not effective until 4-28-23. See https://www.dol.gov/agencies/whd/pump-at-work. Note that existing State laws already provide employees with protections very similar to the PWFA and PUMP Act; these new federal laws will provide employees with an additional avenue to seek remedies.</p>	<p>Affected PRESS materials, including 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i> and 5:10-AP, <i>Workplace Accommodations for Nursing Mothers</i>, will be updated in PRESS Issue 112 (summer) or 113 (fall).</p>

Revisions to Policies, Administrative Procedures, and Exhibits

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**.

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. This category is new beginning with **PRESS** Issue 111.

Number and Title	Revision Descriptions	
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, Cross References, and footnote 10 are updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. Other continuous improvement updates are made to the Legal References and footnotes.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to 23 Ill.Admin.Code 207.20(b), requiring districts to post their attendance and truancy policies on their websites (if any), and for continuous improvement.	<input type="checkbox"/>
3:40, Superintendent	The policy is updated with a minor style change. Footnote 3 is updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, mandating a superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct. Weblinks in the footnotes are also updated.	<input type="checkbox"/>
3:40-E, Checklist for Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct an EHR when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement.	<input type="checkbox"/>
4:60, Purchases and Contracts	The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students. The footnotes are also updated in response to 105 ILCS 5/10-20.21, amended by P.A. 102-1101, exempting food services contracts from the State law bidding procedure for contracts in excess of \$25,000, provided certain criteria are met, and for continuous improvement. A Cross Reference to 5:90, <i>Abused and Neglected Child Reporting</i> , is added.	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure is updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students, and for continuous improvement.	<input type="checkbox"/>
4:60-AP2, Third Party Non-Instructional Contracts	The procedure is unchanged.	<input type="checkbox"/>

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

4:60-AP3, Criminal History Records Check of Contractor Employees	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students; 2. 105 ILCS 5/10-21.9(c), amended by P.A. 102-552, adding homicide offenses to the list of offenses barring individuals from school district employment; and 3. Continuous improvement. 	<input type="checkbox"/>
4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees	NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring contractors to perform EHRs of contractor employees who will have direct contact with children or students.	<input type="checkbox"/>
4:60-AP4 ⁵ , Federal and State Award Procurement Procedures	RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i> . The procedure is also updated in response to Ill. Criminal Code of 2012, 720 ILCS 5/33E-9, amended by P.A. 102-1119, raising the threshold for when a board or designee must approve change orders at or above \$ 1025 ,000, and for continuous improvement.	<input type="checkbox"/>
4:60-AP4 ⁵ , E, Internal Procedures for Procurement Transactions	RENUMBERED. The procedure is renumbered in response to the creation of NEW 4:60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i> . Minor style changes are also made to the procedure.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students. Other continuous improvement updates are made in the policy and footnotes.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated in response to 105 ILCS 5/10-21.9, amended by P.A. 102-702, eff. 7-1-23, requiring the superintendent to notify the State Superintendent of Education and applicable regional superintendent of schools of any license holder believed to have committed sexual misconduct; and for continuous improvement.	<input type="checkbox"/>
5:30-AP3, Sexual Misconduct Related Employment History Review (EHR)	NEW. The procedure is created in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have direct contact with children or students.	<input type="checkbox"/>
5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer	NEW. This exhibit is created for the reason stated in 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</i> , above.	<input type="checkbox"/>
5:90, Abused and Neglected Child Reporting	<p>The policy, Legal References, Cross References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct; 2. 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23, requiring superintendents to notify the State Superintendent of Education and applicable regional superintendent when there is reasonable cause to believe a license holder committed sexual misconduct as defined in 105 ILCS 5/22-85.5(c); and 3. Continuous improvement. <p>New footnote 2 explains distinctions between conduct prohibited by the Abused and Neglected Child Reporting Act, the Ill. Criminal Code of 2012, and the School Code. A Cross Reference to 4:60, <i>Purchases and Contracts</i>, is added.</p>	<input type="checkbox"/>

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

5:90-AP1, Coordination with Children's Advocacy Center	RENUMBERED. The procedure is updated for continuous improvement and renumbered in response to the creation of NEW 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i> .	<input type="checkbox"/>
5:90-AP2, Parent/Guardian Notification of Sexual Misconduct	NEW. The procedure is created in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23, requiring districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct.	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy and footnotes are updated for continuous improvement. Footnote 1 is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, permitting the State Superintendent of Education to suspend or revoke any license, endorsement, or approval for sexual misconduct.	<input type="checkbox"/>
5:150, Personnel Records	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23, requiring a district to maintain as part of an employee's personnel file a form including EHR information. The footnotes are also updated in response to: 1. Personnel Record Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, requiring a district to share information related to an incident of sexual misconduct with a third party, even if the record is more than four years old; and 2. Continuous improvement.	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated for the reasons stated in 5:150, <i>Personnel Records</i> , above.	<input type="checkbox"/>
5:170, Copyright	The policy is unchanged. A minor style change is made to Legal References. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
5:260, Student Teachers	The policy, Legal References and footnotes are updated in response to continuous improvement updates. Additionally, footnote 2 is updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring district employees and contractors to undergo an EHR when they will have direct contact with children or students.	<input type="checkbox"/>
6:135, Accelerated Placement Program	The policy and footnote 10 are updated in response to ISBE's <i>Accelerated Placement Act FAQ</i> (September 2022). Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
6:135-AP, Accelerated Placement Program Procedures	The procedure is updated for continuous improvement. Footnote 15 is updated in response to ISBE's <i>Accelerated Placement Act FAQ</i> (September 2022).	<input type="checkbox"/>
6:230, Library Media Program	The policy and footnotes are updated in response to subscriber and III. Council of School Attorneys member feedback regarding management of library book challenges.	<input type="checkbox"/>
6:230-AP, Responding to Complaints About Library Media Resources	NEW. The procedure is created for the reason stated in 6:230, <i>Library Media Program</i> , above.	<input type="checkbox"/>
6:230-AP, E, Library Media Resource Objection Form	NEW. The exhibit is created for the reason stated in 6:230, <i>Library Media Program</i> , above.	<input type="checkbox"/>

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

7:180-AP1, E1, Resource Guide for Bullying Prevention	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E2, Be a Hero by Reporting Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E3, Memo to Staff Regarding Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E5, Report Form for Bullying	The exhibit is unchanged.	<input type="checkbox"/>
7:180-AP1, E6, Interview Form for Bullying Investigation	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:180-AP1, E7, Response to Bullying	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:190-AP1, Student Handbook - Hazing Prohibited	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations	REFORMATTED. The procedure is updated in response to 105 ILCS 5/21B-75, amended by P.A. 102-702, eff. 7-1-23, allowing the State Superintendent of Education to suspend or revoke a license, endorsement, or approval for sexual misconduct; and for continuous improvement.	<input type="checkbox"/>
8:20, Community Use of School Facilities	The Legal References, Cross References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>

PRESS Issue 111 Trivia

177 PRM pages • 45,885 words • 42 PRM materials

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

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Part 1

- minimal language update
- cross reference & footnotes updated

School Board

Qualifications, Term, and Duties of Board Officers¹

The School Board officers are: President, Vice President, Secretary, and Treasurer.² These officers are elected or appointed by the Board at its organizational meeting.

President³

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;⁴
4. Attend and observe any Board committee meeting at his or her discretion;⁵
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;⁶

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

¹ State law controls this policy's content. Selection of officers must be in open session. 5 ILCS 120/2. Board officer vacancies are discussed in *Answers to FAQs: Vacancies on the Board of Education*, Ill. Council of School Attorneys, www.iasb.com/law/vacancies.cfm.

² Districts governed by a board of directors have three officers: a president, clerk, and treasurer. The president and clerk must be board members. 105 ILCS 5/10-5. While there is no prohibition on a board member simultaneously serving in two officer positions, doing so may create either the appearance of impropriety or a compliance issue for purposes of fraud protocols. Consult the board attorney for further guidance and/or request that the board member consult his or her own attorney.

³ 105 ILCS 5/10-13. The board by resolution may decrease to one year the term of office for the president. Of the listed duties, only the following are imposed by law: #1, preside at meetings (Id.); #6, sign minutes (105 ILCS 5/10-7) and sign certificate of tax levy (105 ILCS 5/17-11); #7, call special meetings (105 ILCS 5/10-16); and #8, serve as head of the public body for ~~the~~ Open Meetings Act (OMA) and ~~the~~ Freedom of Information Act (FOIA) purposes (5 ILCS 120/7(e), ~~3(2)~~ and 140/2(e)).

⁴ Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:150, *Committees*.

⁵ Optional. A board that wants the president to participate in committee meetings may use the following alternative: "Be a member of all Board committees." Using this alternative, the president would be counted to determine the number of members that constitutes a quorum for each board committee meeting. If a board would like the superintendent to attend any or all meetings of a board committee, it should consider asking the superintendent to be a committee resource person (or other such title) rather than an ex-officio member of the board committee itself. That way, the superintendent will not count to determine the number of committee members that constitutes a quorum.

⁶ The head of the public body or its attorney may request an advisory opinion from the Ill. Attorney General Public Access Counselor (PAC) concerning compliance with OMA or FOIA. 5 ILCS 120/3.5(h) and 5 ILCS 140/9.5(h). FOIA defines head of the public body to mean president or "such person's duly authorized designee." 5 ILCS 140/2(e). Preliminary drafts, recommendations, and other records in which opinions are expressed, or policies are formulated, lose this exemption from disclosure if a relevant portion of a requested record is publicly cited and identified by the head of the public body. 5 ILCS 140/7(1)(f).

- This is new
was after hired
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; ⁷
 10. Administer the oath of office to new Board members; ⁸
 11. Serve as or appoint the Board's official spokesperson to the media;
 12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and ⁹
 13. Ensure that all the fingerprint-based criminal history records information checks, and/or screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent. ¹⁰

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency. ¹¹

Vice President ¹²

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

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

⁷ Optional. Requiring the president to monitor the presence of a quorum assists compliance with OMA's mandate that a quorum be physically present at all board meetings, except as otherwise provided by OMA. 5 ILCS 120/7, amended by P.A. 101-640.

⁸ Optional. Omit this duty if policy 2:80, *Board Member Oath and Conduct*, provides that the board member oath is given by other means.

⁹ See sample policy 2:105, *Ethics and Gift Ban, Complaints of Sexual Harassment Made Against Board Members by Elected Officials* subhead. 5 ILCS 430/70-5, amended by P.A. 101-221, requires school districts to amend their sexual harassment policies "to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit." If the board has chosen to have the Superintendent appoint an outside investigator in these cases (see 2:105, *Ethics and Gift Ban*, at f/n 12), remove item 12 from the list of board president duties and delete the Cross Reference to 2:105, *Ethics and Gift Ban*.

¹⁰ See the subhead entitled **Screening** in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subheads entitled Investigations and Sexual Misconduct Related Employment History Review in #n 12 of sample policy 5:30, *Hiring Process and Criteria*.

¹¹ 105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act" However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the president pro tempore." 105 ILCS 5/10-13. This policy resolves any confusion by implementing the latter enacted statute and stating that the vice president fills a vacancy in the presidency.

¹² 105 ILCS 5/10-13.1. The board by resolution may decrease to one year the term of office for the vice president.

Secretary ¹³

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term.¹⁴ The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary ¹⁵

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means. ¹⁶

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

¹³ 105 ILCS 5/10-14. The board by resolution may decrease to one year the term of office for the secretary. In districts governed by a board of directors, a clerk who is a board member performs these duties. 105 ILCS 5/10-5. The policy's provisions regarding compensation are required by 105 ILCS 5/10-14 (governs secretaries who are board members and non-board members) and by 50 ILCS 145/2 (governs secretaries who are board members).

Of the listed duties, only the following are imposed by law: #1, board meeting minutes (105 ILCS 5/10-7; see [sample policy 2:220, School Board Meeting Procedure](#), for the requirements for minutes); #3, records board's official acts and submits them to the treasurer (105 ILCS 5/10-7); #4, treasurer's report (105 ILCS 5/10-8); #5, local election official (see f/ns 2 and 7 of policy 5:30, *School District Elections*); #6, public inspection of the budget (105 ILCS 5/17-1).

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" in item #4 with "appropriate Intermediate Service Center [Executive Director](#)."

¹⁴ 105 ILCS 5/10-14 and 50 ILCS 145/2.

¹⁵ This section is optional.

¹⁶ To allow attendance by video or audio means, a board must adopt policy language conforming to the restrictions in OMA. 5 ILCS 120/2.01 and 120/7. ~~both amended by P.A. 101-640~~. See subhead **Quorum and Participation by Audio or Video Means** in policy 2:220, *School Board Meeting Procedure*, and its f/n 31.

Treasurer ¹⁷

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure.¹⁸ A Treasurer who is a Board member may not be compensated.¹⁹ A Treasurer who is not a Board member may be compensated provided it is established before the appointment.²⁰ The Treasurer must: ²¹

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall: ²²

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

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¹⁷ This section is for: (1) districts in a Class I county (all counties except Cook Co.), or (2) a Class II county (Cook Co.) district that has withdrawn from the authority of the township treasurer or is located in a township in which the office of township treasurer was abolished. 105 ILCS 5/5-1 defines Class I county school units as districts in counties with less than 2,000,000 inhabitants. Those districts in Cook County (Class II county) under the authority of the trustees of schools of the township and the township treasurers should use this alternative: "Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code." See 105 ILCS 5/8-1(a) for how the township treasurer is appointed and the term of office; duties are found in 105 ILCS 5/8-2, 5/8-5, 5/8-6, 5/8-7, 5/8-16, and 5/8-17. For districts in a Class II county, in the Legal References insert "5/8-5" before "5/8-6" and insert "5/8-7" after "5/8-6."

¹⁸ 105 ILCS 5/8-1(b). The treasurer's term of office is two years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished. 105 ILCS 5/8-1(c). Those boards should use the following alternative:

The Treasurer of the Board shall serve a two-year term beginning and ending on the first day of July.

¹⁹ 105 ILCS 5/8-1(b) and (c).

²⁰ 105 ILCS 5/8-3.

²¹ Qualification #1 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). This sample policy makes it applicable to Class II county (Cook Co.) districts that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished.

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). Districts in a Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: "2. Not be the District Superintendent." 105 ILCS 5/8-1(c).

Qualification #3 is required for treasurers in a Class I county. 105 ILCS 5/8-1(d). This qualification should be replaced by the following for districts in a Class II county (Cook Co.): "Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent." 105 ILCS 5/8-1(e).

²² 105 ILCS 5/8-2, 5/8-6, 5/8-7, and 5/8-16.

LEGAL REF.: [5 ILCS 120/7 and 420/4A-106.](#)

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, ~~and 5/21B-85~~, ~~and 5/22-94~~.

[5 ILCS 120/7, Open Meetings Act.](#)

[5 ILCS 420/4A-106, Ill. Governmental Ethics Act.](#)

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), [5:30 \(Hiring Process and Criteria\)](#)

DRAFT

School Board

Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records ¹

[For use by only those Districts that have websites.]

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked (*) are posted on the District's website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records not asterisked (*) will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
<p>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</p> <p>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</p> <p>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</p> <p>Note: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a full-time staff member), the notice and agenda must be continuously available for</p>	<p>5 ILCS 120/2.02.</p>

The footnotes should be removed before the material is used.

¹ This exhibit has two purposes: (1) to identify the data and documents that must be posted on a district's website, if the district has a website; and (2) to fulfill the requirement in the Freedom of Information Act (FOIA) for the district's FOIA officer to designate the public records that are immediately available to the public. 5 ILCS 140/3.5(a). Many attorneys agree that using the required items for web-posting is an easy and practical way for the FOIA Officer to develop a list of public records that are *immediately available*. Some attorneys prefer that the district also retain copies of its web-posted public records for immediate inspection and/or copying upon request at the administrative office. The introductory paragraph manages this issue by indicating that copies of certain identified public records will also be immediately available in the district's administrative office. This exhibit suggests identifying public records for immediate availability that are easily reproduced and stored, i.e., not voluminous. The FOIA Officer should customize this list as appropriate to the district's circumstances.

Districts may respond to a FOIA request for a public record published on the district website by directing the requester to the website. However, if the requester is unable to reasonably access the record, the requester may re-submit his or her request, and the district must then make the record available for inspection and copying. See 5 ILCS 140/8.5; see also reference in Ill. Public Access Counselor binding opinion 10-1. Consult the board attorney for ideas to manage the district's specific FOIA compliance issues.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
public review during the entire 48-hour period preceding the meeting	
*Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days (required if the District has a website maintained by a full-time staff member)	5 ILCS 120/2.06(b).
<p>*Description of the District and its records including:</p> <ol style="list-style-type: none"> 1. Summary of the District's purpose 2. Functional subdivisions 3. Total amount of operating budget 4. Number and location of all of its separate offices 5. Approximate number of full- and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs) 6. Identification and membership of the Board 7. Brief description of the methods whereby the public may request information and public records 8. Directory information for the Freedom of Information Officer 9. Address where requests for public records should be directed 10. Fees 	<p>5 ILCS 140/4.</p> <p>The District must prominently post the list at each administrative office and make it available for inspection and copying.</p>
*A hyperlink to an email address(es) for members of the public to communicate with members of the Board	<p>50 ILCS 205/20.</p> <p>The hyperlink must be easily accessible from the District's home page.</p>
Annual budget for current fiscal year, itemized by receipts and expenditures	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using the Ill. State Board of Education (ISBE) <i>School District Budget Form (50-36)</i> or the summary pages from it. ²</p>

The footnotes should be removed before the material is used.

² For school officials who are concerned that some of their district's constituents may not have the proper software to access these documents, ISBE provides links to free *viewer or reader* products that support the ISBE School District Budget Form (50-36). These products can be downloaded and used to access the budget as posted on the district's website. See www.isbe.net/Pages/School-District-Joint-Agreement.aspx.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	The District must notify its students' parents/guardians when the budget is web-posted along with its website address.
*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year, unless otherwise provided by law)	<p>105 ILCS 5/10-17a, amended by P.A.s 101-68, 101-654, 102-16, 102-294, 102-539, and 102-594.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5).</p> <p>The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy. <u>Id.</u></p>
*The District's discipline plan and progress on the plan, in the event the District is identified by ISBE to be in the top 20% (for three consecutive years) of districts for out-of-school suspensions, out-of-school expulsions, or racial disproportionality in the use of out-of-school suspensions and expulsions	<p>105 ILCS 5/2-3.162.</p> <p>If the District is required to submit a plan to ISBE, it must be approved at a public board meeting and posted on the District's website. Within one year after being identified by ISBE, the District must submit to ISBE and post on its website a progress report describing implementation of the plan and the results achieved.</p>
*A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web-posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.</p>

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
*Contract(s) with any commercial driver training school(s) for driver education	105 ILCS 5/27-24.2. The District is required to web-post this document if it has a website. If the District has no website, it must make the contract available upon request.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
*Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year	105 ILCS 5/17-1.1, amended by P.A. 102-1088. The report must be: (1) approved by the Board at an open meeting, ³ and (2) primarily in checklist form and approximately one page in length.
Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District: <ol style="list-style-type: none"> 1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned 2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and 3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See 	35 ILCS 200/18-50.2, added by P.A. 102-265. The law does not define <i>electronically publish</i> ; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.

The footnotes should be removed before the material is used.

³ 105 ILCS 5/17-1.1, amended by P.A. 102-1088, specifies that the report must be approved by the board at an "open meeting that allows for public comment." The public comment qualification is omitted here because it is redundant; all open meetings must have a period during which the public can offer comments. See sample policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. This report is included in a district's annual financial report as the *Report on Shared Services or Outsourcing*. See www.isbe.net/Pages/Annual-Financial-Report.aspx.
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Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
<p>www.sba.gov/federal-contracting/contracting-guide/size-standards).</p>	
<p>*Explanation of the data elements of <i>covered information</i>⁴ that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency.</p> <p>*A description of the procedures⁵ that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3) added by P.A. 101-516, including the right to:</p> <ol style="list-style-type: none"> 1. Inspect and review their child's covered information 2. Request a paper or electronic copy of their child's covered information 3. Request corrections for factual inaccuracies contained in their child's covered information 	<p>105 ILCS 85/27(a)(1) added by P.A. 101-516.</p> <p>The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information.</p> <p>The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>*A list of operators with whom the District has written agreements and the following for each operator:</p> <ol style="list-style-type: none"> 1. Copy of the agreement 2. Business address 3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors 	<p>105 ILCS 85/27(a)(2) & (3) added by P.A. 101-516.</p> <p>The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c) added by P.A. 101-516.</p> <p>This list must also be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>*A list of <i>breaches</i> of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include:</p>	<p>105 ILCS 85/27(a)(5) added by P.A. 101-516.</p>

The footnotes should be removed before the material is used.

⁴ *Covered information* means personally identifiable information or material (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's/guardian's use of the operator's site, service or application for K-12 school purposes; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. 105 ILCS 85/5. *Operators* are entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and used for K-12 school purposes. *Id.* See sample administrative procedure 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for additional information regarding posting requirements under Student Online Personal Protection Act, 105 ILCS 85/1, and exhibit 7:345-AP, E1, *Student Covered Information Reporting Form*, for a sample reporting format.

⁵ See 7:345-AP, E4, *Notice of Parent Rights Regarding Student Covered Information*. Districts may choose to, but are not required to, include a description of these procedures in a student handbook.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
<ol style="list-style-type: none"> 1. Number of students whose covered information was involved in the breach, unless the breach involved <i>personal information</i> as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed 2. Date, estimated date, or estimated date range of the breach 3. Name of the operator, if applicable 	<p>The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted.⁶</p>
<p>*Board policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>*Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness</p>	<p>105 ILCS 5/27-23.7(b)(10) and (11).</p>
<p>*Contact information for the District's Title IX Coordinator(s) and Board policies 2:260, <i>Uniform Grievance Procedure</i>; and 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i></p>	<p>*34 C.F.R. §106.8.</p>
<p>*Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators</p>	<p>34 C.F.R. §106.45(b)(10)(i)(D).</p> <p>Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials be publicly available "so that a district's approach to training Title IX personnel may be transparently viewed by the [district's] educational community and the public, including for the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations." 85 Fed. Reg. 30254. Consult the board attorney regarding this requirement; making training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the</p>

The footnotes should be removed before the material is used.

⁶ 105 ILCS 85/27(d), added by P.A. 101-516, states that individual notification to the parent/guardian of a child whose covered information was breached may be delayed if a law enforcement agency determines that notification will interfere with a criminal investigation and provides the District with a written request for a delay of notice. This basis for delay does not specifically apply to the more general website notification of a breach, however, such a delay may also be warranted depending upon the circumstances. Consult the board attorney for guidance on this issue.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	potential for intellectual property violations, suggesting that districts either “secure permission from the consultant to publish the training materials” or create their own training materials. 85 Fed. Reg. 30412.
*Board policy 7:20, <i>Harassment of Students Prohibited</i> , and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69, added by P.A. 101-418 . The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District’s website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.
*Board policy 7:290, <i>Suicide and Depression Awareness and Prevention</i>	105 ILCS 5/2-3.166, amended by P.A. 102-267.
*Contact information for the National Suicide Prevention Lifeline (1-800-273-8255) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students	105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813.
*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes, without limitation, vacation days, sick days, bonuses, annuities, and retirement enhancements	105 ILCS 5/10-20.47. ⁷ Annually on or before Oct. 1: (1) the information must be presented at a regular Board meeting and posted on the District’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
*All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public	105 ILCS 5/10-21.3. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See policy 7:30, <i>Student Assignment and Intra-District Transfer</i> .

The footnotes should be removed before the material is used.

⁷ 105 ILCS 5/10-20.47 does not specify whether a district must provide employee names as part of its salary and benefits report. The general practice of districts has been to include names in the report. Consult the board attorney for guidance on this issue.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
*Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position	<p>40 ILCS 5/16-150.1, amended by P.A. 102-440.</p> <p>The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2024.</p>
*Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination	<p>50 ILCS 205/3c.</p> <p>Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.</p> <p>Note: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if the employee is fired by the board for <i>misconduct</i>, which includes sexual harassment and/or discrimination. <i>Id.</i> at 415/5. For more discussion about the reconciling these laws, see f/n 6 in <u>sample policy 2:260, Uniform Grievance Procedure</u>.</p>
*As an employer that participates in the Ill. Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	<p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>

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Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.
*As an employer that participates in the IMRF, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; total compensation package means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	5 ILCS 120/7.3. The report must be posted at least six days before the District approves an employee's total compensation package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information. The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.
*As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information	40 ILCS 5/7-135.5, added by P.A. 101-504.
*Board policy 5:120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>	105 ILCS 5/22-85.5(e), added by P.A. 102-676.
A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)	105 ILCS 5/27-23.6(c).
The total number of personnel with a school support personnel endorsement; and for each endorsement area: 1. Those actively employed by the District on a full-time basis; 2. Those actively employed by the District on a part-time basis; and 3. Those actively employed by a special education cooperative providing services to students in the District	105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813. Annually by Dec. 1st, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
The total number of students enrolled in the District and of that total, the number of students with an individualized education program (IEP) or Section 504 plan	105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813. Annually by Dec. 1st, the District must report its enrollment information as of Oct. 1 to ISBE and web-post it.
*Notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504	105 ILCS 5/14-6.01, amended by P.A. 102-1072. The notice shall: (1) identify the location and phone number of the District office or employee to whom inquiries about the identification, assessment, and placement of children with disabilities should be directed, and (2) inform parents who are deaf or do not typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.
*Names of Board members who have completed professional development leadership training	105 ILCS 5/10-16a, amended by P.A. 102-638, eff. 1-1-23 , requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities. 5 ILCS 120/1.05(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board. 105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.
Immunization data reported to ISBE by each Nov. 15	105 ILCS 5/27-8.1(6). By Dec. 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
	data, not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.
Information on mental health issues and local treatment resources	The Ill. House of Representatives encouraged this in HR 478 (99th General Assembly, 5-31-15).
*All reliable assessments, scored by entities other than the District that are administered in each of the District's schools	105 ILCS 5/22-82(b). These must be made available to parents and/or guardians through the District's website or paper handouts.
*The District's Remote and/or Blended Remote Learning Day Plan, <u>when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7.</u>	105 ILCS 5/10-30(6), added by P.A. 101-643.
*When the Board allows for student participation in registered apprenticeship programs: <ol style="list-style-type: none"> 1. Notification to students and parents of the opportunities for registered apprenticeships, which includes the following statements: <ol style="list-style-type: none"> a. Students may participate in any registered apprenticeship program listed by the District, and b. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the District. 2. Board policy 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> (specifically, the section titled Registered Apprenticeship Program). 3. A form for a parent/guardian to request that when their child successfully completes a registered apprenticeship program, it be substituted for a course 	23 Ill.Admin.Code §255.200(b)(4) and (c).
*If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope	105 ILCS 5/27-9.1a, added by P.A. 102-522.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials	
*Board policy 6:135, <i>Accelerated Placement Program</i>	23 Ill.Admin.Code §227.60(a).
*Board policy 7:70. <i>Attendance and Truancy</i>	23 Ill.Admin.Code §207.20(b).

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*Style change
for notes updated*

General School Administration

Superintendent¹

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law,² including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*.³ The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.⁴

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a

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

¹ State law controls this policy's content. Unless the district has only one school with fewer than four teachers, the board must employ a superintendent or a chief executive officer as allowed under specific circumstances. 105 ILCS 5/10-21.4. This statute assigns some specific duties to the superintendent including to: (1) make recommendations to the board concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of teachers and all other employees, the selection of textbooks, instructional material, and courses of study; (2) report to the board, Ill. State Board of Education (ISBE), and chief administrative official any employee named in an abused child report; and (3) keep or cause to be kept the records and accounts as directed and required by the board, aid in making reports required by the board, and perform such other duties as the board may delegate to him/her. 105 ILCS 5/10-16.7 requires boards to direct, through policy, the superintendent, in his or her charge of the district's administration.

ISBE is required, subject to an annual appropriation by the General Assembly, to establish a new superintendent mentoring program. With limited exceptions, any individual serving as a first-time superintendent in Illinois must participate in the mentoring program for two school years. 105 ILCS 5/2-3.53b. The ISBE-selected provider will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

² See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, for an annotated list of documents and reports that must be posted on the district's website, if the district has a website. While not comprehensive, see the IASB's *Annual School Calendar* for the required reports that do not need web-posting, available on the IASB website at: www.iasb.com/policy-services-and-school-law/illinois-laws-affecting-schools/annual-school-calendar/ www.iasb.com/pdf/schoolcal.pdf.

³ 105 ILCS 5/10-21.9(e-5), amended by P.A.s 102-552 and 102-702. See the discussion in the f/ns tied to the text of the **Special Superintendent Responsibilities** subhead in [sample](#) policy 5:90, *Abused and Neglected Child Reporting*.

⁴ This paragraph strengthens the policy's connection to the IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/principles.cfm. It allows the superintendent broad delegation authority even when a policy fails to specifically provide for delegation.

Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board. ⁵

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies, and the Superintendent's contract.⁶ A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits. ⁷

Compensation and Benefits ⁸

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

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

⁵ 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and superintendent endorsements. See also 23 Ill.Admin.Code §§25.355 (superintendent endorsement) and 29.100 (Ill. Professional School Leader Standards).

⁶ 105 ILCS 5/10-16.7 requires a board to evaluate the superintendent. See *The Superintendent Evaluation Process* at: www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf; www.iasb.com/training/superintendent-evaluation-process.pdf. While greater detail may be added to this paragraph (e.g., a timeline, self-evaluation provision, and discussion requirements), a board must be sure that the policy and the superintendent's contract are consistent.

⁷ The reporting requirements in this paragraph are optional, but school boards must "require evaluators to participate in an in-service training on the evaluation of licensed personnel provided or approved by [ISBE] prior to undertaking any evaluation and at least once during each license renewal cycle." 105 ILCS 5/24A-3.

⁸ According to 105 ILCS 5/10-23.8, a superintendent must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights; or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators; see 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*. Residency requirements, if desired, should be included in a superintendent's employment contract.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. *Bd. of Educ. of Schaumburg Cmty. Consol. Sch. Dist. No. 54 v. TRS*, 368 Ill.Dec. 341 (4th Dist. 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract. 740 ILCS 80/1.

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within six business days after approving a budget, web-post each employee's total compensation package if it exceeds \$75,000 per year; and (2) at least six days before approval, web-post an employee's total compensation package if it is \$150,000 or more. 5 ILCS 120/7.3. Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs. 105 ILCS 5/10-20.47. Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

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Requires state Supt notification if licensed
employee believed to committed sexual
misconduct

General School Administration

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process ¹

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at the link above.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of must have items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

The footnotes should be removed before the material is used.

¹ The General Counsels of the Ill. Association of School Administrators (IASA) and Ill. Association of School Boards (IASB) collaborated on the content of this document.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement?</p> <p>2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary? of \$177,412 (P.A. 100-23 now makes <u>Sschool districts are</u> responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412<u>the governor's statutory salary)?</u>. <u>The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates_earnings-limitations.</u></p> <p>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</p> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10; added by P.A. 100-895:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643 . See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
<u>Sexual Misconduct Related Employment History Review Law</u>	<u>105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and PRESS sample administrative procedure 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</i>.</u>
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 <u>and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, amended by P.A.s 101-531 and 101-643</u>, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <u>et seq.</u>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p>

New ←

New language was added employment →

DR

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns). <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 253 and 264.</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Tenure	<p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>www.iasb.com/conference-training-and-events/training/workshops/</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district -language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent (workshop assisting a board in developing an effective relationship with its superintendent).</i></p>
Superintendent Evaluation	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and 2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district." <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p><i>The Superintendent Evaluation Process</i> at: www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf;</p> <p>IASB’s <i>Foundational Principles of Effective Governance</i>, Principle 3. The board employs a superintendent, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating “the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy.”</p>

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses and Allowances	<p>How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent’s expenses? <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s)

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<ol style="list-style-type: none"> 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days? 5. Will vacation days need to be used for days off during winter or spring breaks?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<ol style="list-style-type: none"> 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>And if so, will the Board require reasonable notice from its Superintendent?</p> <ol style="list-style-type: none"> 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?

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Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895:</p> <p>A restriction to an amount not exceeding 20 weeks of compensation; and</p> <p>A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

What technical clauses need to be in the Superintendent’s employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District? Specifically, are Board members aware of the Board's specific obligations regarding: <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

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Legal References, footnotes, &
cross reference updated

Operational Services

Purchases and Contracts ¹

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.² No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.³

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.⁴
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.

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

¹ State law controls this policy's content. 105 ILCS 5/10-20.21, amended by P.A. ~~101-570~~, 102-1101, contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid. 820 ILCS 130/. When a district awards work to a contractor without a public bid, contract, or project specification, the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Ill. Dept. of Labor (IDOL). 820 ILCS 130/4(~~1a-2~~). The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website." 820 ILCS 130/4(l). See 4:60-E, *Notice to Contractors*, for sample language.

² This end statement should be amended according to local board discretion.

³ An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$_____ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

⁴ See 4:60-AP1, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c. ⁵
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget. ⁶
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10). ⁷
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*. ⁸
8. Each contractor with the District is bound by each of the following:

a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)⁹ to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;¹⁰ and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. ¹¹

b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and

Contractors have to do background checks of criminal kids

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

⁵ Concerning collective bargaining requirements, see McLean Co. Unit Dist. 5 v. AFSCME & IELRB, 12 N.E.2d 3d 120 (4th Dist. 2014) (good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

⁶ 105 ILCS 5/10-20.21(b-5).

⁷ 105 ILCS 5/10-20.21(b-10).

⁸ 105 ILCS 5/10-20.19c.

⁹ 105 ILCS 5/10-21.9(c) - amended by P.A. 101-531; 105 ILCS 5/21B-80(c) - amended by P.A. 101-531.

¹⁰ Id.

¹¹ The implementation process is in 4:60-AP3, *Criminal History Records Check of Contractor Employees*. See 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). ¹²

- ~~a-c.~~ In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease ~~if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more~~ provides services to student(s) or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official. ¹³
9. ~~After 7-1-23, a~~ Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. ¹⁴
 10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. ¹⁵

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

¹² 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*. For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676, and sample policy 5:120, *Employee Ethics, Code of Professional Conduct, and Conflict of Interest*. *Direct contact with children or students* is defined as "the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students." 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*; 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have *direct, daily contact* with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation.

¹³ 105 ILCS 5/24-5 ~~amended by P.A. 101-81~~, P.A. 98-716, expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors' employees for whom a criminal history records check is required. Since Aug. 2014, the Ill. Dept. of Public Health (IDPH) has not required school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3). Before requesting a contractor's employee for a health examination, contact the board attorney concerning this action's legality under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

¹⁴ 410 ILCS 170/10(b), added by P.A. 102-242, ~~eff. 1-1-23~~.

¹⁵ 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE the Ill. State Board of Education, see www.isbe.net/gata.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided. ¹⁶

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., 5/22-94,
and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

DRAFT

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

¹⁶ This is an optional provision. The numerous reporting and website posting mandates are in 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. As an alternative to the policy's default language, a board may insert the underscored:

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

Requires Contractors
to perform background
checks of employees law
contact with kids

Operational Services

Administrative Procedure - Purchases

The Board Attorney should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board. ¹

Requirements for Purchases and Contracts

- A. Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.
1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent.
 2. Ill. Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):
 - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Ill. Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Ill. Use Tax Act.
 - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.
 3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Ill. Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Ill. Drug Free Workplace Act. "Contractor" is defined in the Ill. Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
 4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS 5/28A), may be considered as a bid. 105 ILCS 5/10-20.21(d).
 5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond. ²
 6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by 2:170-AP, *Qualification Based Selection*.

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¹ Many legal problems will be avoided by early and frequent consultation with the board attorney. A board cannot use its failure to follow proper bidding or contracting procedures to later avoid payment to contractors or vendors that perform a contract in good faith. *Restore Construction Co., Inc. v. Bd. of Educ. of Proviso Twp. High Sch. Dist.* 209, 444 Ill.Dec. 663 (Ill. 2020).

² For contract provisions required for non-federal entity contracts under federal awards and State awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/), see Appendix II to 2 C.F.R. Part 200, available at: www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1.

7. A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).
8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and ~~agree to~~: (a) not allow any of its employees to have direct, daily contact with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c)³; (b) prohibit any of its employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; (c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and (d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See 4:60-AP3, *Criminal History Records Check of Contractor Employees*.
- 8.9. For each position involving direct contact with children or students,⁴ each contractor must perform sexual misconduct related employment history reviews (EHRs) of its employees as required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, and: (a) prohibit any of its employees from having direct contact with children or students if the contractor has not performed an EHR; (b) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by an EHR, and prohibit any such employee from having direct contact with children or students⁵; (c) immediately inform the District of any instances of sexual misconduct involving an employee as provided in 105 ILCS 5/22-94(j)(3); (d) prohibit any of its employees from having direct contact with children or students if the District objects to the employee's assignment after being informed of an instance of sexual misconduct; (e) maintain all records of EHRs and provide copies of such records upon the District's request; and (f) not enter into any agreements prohibited by 105 ILCS 5/22-94(g).⁶ See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*.
- 9.10. Each contractor with the District must comply with 105 ILCS 5/24-5 and ~~agree~~: (a) concerning each new employee who will provide services to students or in schools~~have direct, daily contact with one or more student(s)~~, ~~to~~ provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (b) ~~to~~ require any new or existing employee who provides services to students or in schools~~has and will have direct, daily contact with one or more student(s)~~ to complete additional health examinations as required by the District and be subject to additional health examinations,

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Requires background
check of award
kick

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³ 105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80(c), amended by P.A. 101-531.

⁴ See sample policy 4:60, *Purchases and Contracts*, at ¶ 12, for the definition of *direct contact with children or students* and its distinction from *direct, daily contact*, which requires a *complete criminal history records check*.

⁵ The law requires contractors to discipline employees who provide false information or willfully fail to disclose information required by a sexual misconduct related employment history review (EHR), but it does not specifically require contractors to prohibit such employees from having direct contact with children or students. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23. This procedure prohibits contractors who have not provided the required EHR information from having direct contact with students as a best practice.

⁶ See sample policy 4:60, *Purchases and Contracts*, at ¶ 12, for more information about the types of agreements that are prohibited by 105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23.

including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.⁷

~~10-11.~~ Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).⁸

~~11-12.~~ ~~After 1-1-23, a~~Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.⁹

- B. To the extent feasible, the following govern all purchases and/or the award of contracts for supplies, materials, or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of \$25,000 or less, or (b) in an emergency, an expenditure in excess of \$25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the members of the Board must approve an emergency expenditure in excess of \$25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).
1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.
 2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of \$25,000 for supplies and materials or work. 105 ILCS 5/10-20.21(a).¹⁰
1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
 - a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - b. Printing of finance committee reports and departmental reports;
 - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
 - d. Perishable foods and perishable beverages;
 - e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for

The footnotes should be removed before the material is used.

⁷ 105 ILCS 5/24-5, ~~amended by P.A. 101-81~~. Since 2014, the Ill. Dept. of Public Health has only required school employees in daycare and preschool settings to be screened for tuberculosis. 77 Ill.Admin.Code §696.140(a)(3). Consult the board attorney before requesting a contractor's employee to complete a health examination, to ensure it is legal under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

⁸ 105 ILCS 5/10-20.21(b-10).

⁹ 410 ILCS 170/10(b), added by P.A. 102-242, ~~eff. 1-1-23~~. The IDPH and Ill. State Board of Education (ISBE) must post on their websites on or before 5-1-23 guidance on screening for coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, requirements for a request for proposals, and requirements for disclosure. Id. at (d), added by P.A. 102-242.

¹⁰ 105 ILCS 5/10-20.21(a), amended by P.A.s ~~101-570, 101-632, and~~ 102-1101.

materials and work, must be revised causing expenditures not in excess of 10% of the contract price;

- f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- h. Duplicating machines and supplies;
- i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;
- j. Equipment previously owned by some entity other than the District itself;
- k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- l. Goods or services procured from another governmental agency;
- m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;¹¹
- n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
- o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A; and
- p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.
- q. Goods, services, or management in the operation of a school's food service, including a school that participates in any of the U.S. Dept. of Agriculture's (USDA) child nutrition programs if a good faith effort is made on behalf of the District to give preference to contracts that: (a) procure food that promotes the health and well-being of students, in compliance with USDA nutrition standards for school meals, and contracts should also promote the production of scratch-made, minimally processed foods; (b) give a preference to State or regional suppliers that source local food products; (c) utilize producers that adopt hormone and pest management practices recommended by the USDA; (d) give a preference to food suppliers that value animal welfare; and (e) increase opportunities for businesses owned and operated by minorities, women, or persons with disabilities.

When this exemption applies, the bidder shall submit to the District at the time of the bid, to the best of the bidder's ability, and annually thereafter during the term of the contract, the food supplier data required in this Section q. The food supplier data shall

The footnotes should be removed before the material is used.

¹¹ See Tarsitano v. Twp. H.S. Dist. No. 211, 385 Ill.App.3d 868 (1st Dist. 2008)(holding that school districts may enter into contracts for utility services, such as "water, light, heat, telephone or telegraph," without using the competitive bidding process).

also include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the bidder is to supply.

2. Competitive bidding process:

- a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District, or if no newspaper is published in the District, in a newspaper of general circulation in the area of the District. 105 ILCS 5/10-20.21(a).
- b. The following information should be included in the advertisement for bids:
 - i. A description of the materials, supplies, or work involved;
 - ii. Completion or delivery date requirements;
 - iii. Requirements for bids, bonds, and/or deposits;
 - iv. Requirements for performance, labor, and material payment bonds;
 - v. Date, time, and place of the bid opening;
 - vi. The approximate time period between the opening of bids and the award of the contract; and
 - vii. Any other useful information.
- c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
- d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a).
- e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). Bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
 - i. On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
 - ii. The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
- f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
- g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 *et seq.* Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.

3. Following the opening of bids, the Superintendent (and Board Attorney, if needed) determines the lowest responsible bidder and verifies the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act. 30 ILCS 525/.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, 5/22-94, and 5/24-5.
30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act.
50 ILCS 510/, Local Government Professional Services Selection Act.
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

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5 Year Review
Policy unchanged

Operational Services

Administrative Procedure - Third Party Non-Instructional Contracts

When completed, this procedure documents that the requirements in 105 ILCS 5/10-22.34c have been fulfilled, thereby allowing the School Board to approve a contract for third party non-instructional services currently performed by any employee or bargaining unit member (such as, but not limited to, custodial services, student transportation, and school meal services). However, these conditions are not mandatory for the Board to enter into a contract, of no longer than three months in duration, with a third party for non-instructional services currently performed by an employee or bargaining unit member for the purpose of augmenting the current workforce in an emergency situation that threatens the safety or health of the District's students or staff, provided that the Board meets all of its obligations under the Ill. Educational Labor Relations Act.

Name of proposed contractor: _____

Name and description of proposed contract for third party non-instructional services: _____

Effective date of proposed contract: _____

Each of the following conditions must be checked to document that it was present or fulfilled:

- Any lay-off resulting from entering into the contract for third party non-instructional services will comply with the applicable collective bargaining agreement and/or Board policy 5:290, *Employment Terminations and Suspensions*.
- The proposed contract will not be entered into or become effective during the term of an applicable collective bargaining agreement covering any employees who perform the non-instructional services.
- The proposed contract will take effect upon or after the expiration of an existing collective bargaining agreement.
- The proposed contractor has submitted a bid that includes the following:
 - A. Evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the Board pursuant to 105 ILCS 5/10-22.3;
 - B. A benefits package for the third party's employees who will perform the non-instructional services comparable to the benefits package provided to District employees who perform those services;
 - C. A list of the number of employees who will provide the non-instructional services, the job classifications of those employees, and the wages the proposed contractor will pay those employees;
 - D. A minimum three-year cost projection, using generally accepted accounting principles, and which the proposed contractor is prohibited from increasing if the bid is accepted by the Board, for each and every expenditure category and account for performing the non-instructional services;

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- E. Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Ill. Dept. of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the non-instructional services, provided that the individual names and other identifying information of employees need not be provided with the submission of the bid, but must be made available upon request of the Board; and
- F. An affidavit, notarized by the president or chief executive officer of the proposed contractor, that each of its employees has completed a criminal background check as required by 105 ILCS 5/10-21.9 within three months prior to submission of the bid, provided that the results of such background checks need not be provided with the submission of the bid, but must be made available upon request of the Board.
- The following is attached or otherwise available: a cost comparison, using generally accepted accounting principles, of each and every expenditure category and account that the District projects it would incur over the term of the contract if it continued to perform the non-instructional services using its own employees with each and every expenditure category and account that is projected the proposed contractor would incur if it performed the non-instructional services.
- The Board reviewed and considered all bids by third parties to perform the non-instructional services in open session of a regularly scheduled Board meeting unless the exclusive bargaining representative of the employees who perform the non-instructional services, if any such exclusive bargaining representative exists, agreed in writing that such review and consideration could take place in open session at a specially scheduled Board meeting.
Date of Board meeting: _____
- Each of the following occurred:
1. A minimum of one public hearing, conducted by the Board prior to a regularly scheduled Board meeting, to discuss the proposed contract was held before the Board entered such contract.
Date of hearing: _____
 2. The Board provided notice to the public of the date, time, and location of the first public hearing on or before the initial date that bids to provide the non-instructional services are solicited or a minimum of 30 days prior to entering into such a contract, whichever provides a greater period of notice.
Date and manner of notice: _____
- The proposed contract contains provisions requiring the proposed contractor to offer available employee positions pursuant to the contract to qualified School District employees whose employment is terminated because of the contract.
- The proposed contract contains provisions requiring the proposed contractor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

Requires background checks of
around students

June 2021/March 2023

4:60-AP3

Adds homicide as exemption from employment
Operational Services

Administrative Procedure - Criminal History Records Check of Contractor Employees

Use this procedure to implement the complete criminal history records check referenced in 5:30-AP2, Investigations, that is required when an employee of a contractor will have direct, daily contact with one or more students.

Actor	Action
Firm contracting with the District, referred to herein as "contractor"	<p>Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), <u>amended by P.A. 102-552 both amended by P.A. 101-531.</u></p> <p>Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense.</p> <p>Requires each employee who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. 105 ILCS 5/10-21.9(f). ¹</p> <p>Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).</p> <p><u>Follows 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor's employees will have direct contact with children or</u></p>

The footnotes should be removed before the material is used.

¹ The Ill. Human Rights Act (IHRA) prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. 775 ILCS 5/2-103.1(A); added by P.A. 101-656.

Employers must give specific written notifications to applicants/employees when relying on conviction records to disqualify or take adverse action against them. Id. at 5/2-103.1(C). See sample policy 5:30, *Hiring Process and Criteria*, at f/n 5 and administrative procedure 5:30-AP2, *Investigations*. When school districts perform criminal history record information checks on contractor employees and disqualify them based on their conviction records, it is unclear if those employees are entitled to the protections of 775 ILCS 5/2-103.1; added by P.A. 101-656. In this situation, the district is not the employer (and therefore not the entity that must give the employee notice), but it may disqualify the employee from working at the district based on a conviction record that it is not legally authorized to share with the contractor. Consult the board attorney for guidance on this issue.

Actor	Action
	<u>students, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.</u> ²
Superintendent, <u>Business Manager</u> , or designee	<p>To ensure that a contractor complies with the <u>fingerprint-based criminal history records check under 105 ILCS 5/10-21.9</u>, may rRequires that the following <u>sample language or similar language paragraph</u> be included in each contract with any firm whenever any employee of the firm will have direct, daily contact with one or more students.</p> <p>The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. ³</p> <p>Completes the required forms to request a fingerprint-based criminal history record check on each contractor's employee who will have direct, daily contact with one or more students. 105 ILCS 5/10-21.9(f). See 5:30-AP2, <i>Investigations</i>. Screens the individual's name and address against the: (1) Ill. Sex Offender Registry, www.isp.illinois.gov/Sor/Disclaimer, and (2) the Violent Offender Against Youth Registry maintained by the Ill.</p>

The footnotes should be removed before the material is used.

² See sample policy 4:60, *Purchases and Contracts*, at fn 12, for a discussion of the overlapping standards that trigger complete criminal history records checks of contractor employees under 105 ILCS 5/10-21.9(f) and sexual misconduct related employment history reviews (EHRs) of contractor employees under 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. For ease of administration, a district may wish to require contractors to conduct an EHR whenever a complete criminal history records check of a contractor employee is required, and vice versa.

³ The last sentence of this sample paragraph goes beyond what is required of contractors under the law but is included as a best practice.

Actor	Action
<p>Superintendent, <u>Business Manager</u>, or designee, cont'd</p>	<p>Dept. _____ of State Police (ISP), www.isp.illinois.gov/MVOAY/Disclaimer. The fingerprint-based criminal history record check and two registry screens constitute the complete criminal history background check that must be conducted under 105 ILCS 5/10-21.9(f), as described in 5:30-AP2, <i>Investigations</i>.</p> <p>Whenever a contractor sends an employee who will have direct, daily contact with a student(s) to the District for the first time, ASKS the contractor:</p> <p>Will this employee be assigned to more than one school district? IF YES, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f).</p> <p>Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? IF YES, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(f-5#).</p> <p>Note: State law does not define "within the last year."</p> <p>Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, FIRST determines if the District conducted the check within the last year. IF YES, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(f-5).</p> <p>Note: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual's Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.</p> <p><u>Follows 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor's employees will have direct contact with children or</u></p>

Actor	Action
	<u>students, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.</u> ⁴

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⁴ See f/n 2, above.

4:60-AP3

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Background checks for Contractor employees



Operational Services

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees

Use this procedure to implement the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94 when an employee of a contractor will have direct contact with children or students. A copy of this procedure may be provided to a contractor to inform or remind the contractor of its legal obligations.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

EHR of Contractor Employees

Actor	Action
Contractor	<p>At the time of initial hiring of an employee or prior to the assignment of an employee to perform work involving <i>direct contact with children or students</i>, conducts an EHR of the employee, in accordance with 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, specifically:</p> <p>Provides the employee with: (a) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (b) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related</i></p>

Actor	Action
	<p><i>Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the applicant to complete for each current employer and for each former employer where the applicant worked in direct contact with children or students.¹ The Contractor cannot hire an applicant for a position involving direct contact with children or students who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23).</p> <p>Reviews the applicant's completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s).</p> <p>Provides to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The employer(s) must return the completed form(s) to the Contractor within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt.²</p> <p>Informs the District of any instance known to the Contractor in which the employee: (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual</p>

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¹ Districts must use Ill. State Board of Education templates to develop their sexual misconduct related employment history review (EHR) forms. 105 ILCS 5/22-94(c), added by P.A. 102-702, eff. 7-1-23. Districts may incorporate the templates into existing forms and/or add to the templates' requirements, but they cannot alter the templates' contents.

² Consult the board attorney for guidance in the event a district wants to move forward with the assignment of a contractor employee who will have direct contact with children or students before a contractor has completed the EHR of the employee. The law states a contractor shall "initiate" the EHR, but it also states that the EHR "shall be performed," either at the time of the initial hiring of the employee or prior to the assignment of the employee, and it requires contractors to inform schools of any instances of sexual misconduct prior to assigning the employee. 105 ILCS 5/22-94(c)(1), (4) and (j)(3), added by P.A. 102-702, eff. 7-1-23.

Actor	Action
	<p>misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. 105 ILCS 5/22-94(j)(3)(A-C), added by P.A. 102-702, eff. 7-1-23.</p>
<p>Superintendent, Business Manager, or designee</p>	<p>Confirms that the Contractor has performed or will perform an EHR for each of its employees who will perform work involving direct contact with children or students. The EHR remains valid as long as the employee remains employed by Contractor, even if the employee is assigned to perform work for another school.³ 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>To ensure the EHR is performed, may require the following sample language or similar language be included in each contract with the Contractor:</p> <p>Either at the time of initial hiring or prior to assigning any employee to perform work in the District involving direct contact with children or students, the Contractor will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time. Notwithstanding the foregoing, if Contractor is furnishing substitute staffing services, Contractor shall perform the EHR upon initial hiring of the substitute employee.</p> <p>In performing the EHR, the Contractor agrees it will provide the employee with: (1) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education's (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE's <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Contractor shall provide to all employers identified by the employee in Section 3 of the <i>Authorization</i></p>

The footnotes should be removed before the material is used.

³ Consult the board attorney for guidance on whether the EHR remains valid when a contractor employee moves from one district (or non-public school) to another district. 105 ILCS 5/22-94 broadly defines *school* to mean a public or nonpublic elementary or secondary school, which lends support to the interpretation that a contractor need only perform the EHR for an employee once, as long as the employee remains employed by the contractor.

Actor	Action
	<p><i>for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Contractor will instruct the identified employer(s) to return the completed form(s) to the Contractor within 20 calendar days after receipt. The Contractor shall immediately inform the District of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Contractor shall maintain all records of EHRs and upon the District's request shall provide the District with access to and copies of records pertaining to the EHRs of Contractor employees. The Contractor shall not send to any school building or other District property: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR⁴, or (3) any employee to whom the District objects after the Contractor informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a "contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false."</p> <p>For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Contractor agrees it will not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Contractor to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Contractor to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Contractor, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.</p>

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⁴ See f/n 6 below, for more information about item #2 of this paragraph.

Actor	Action
	Whenever a Contractor sends an employee who will have direct contact with children or students to the District for the first time, requests that the Contractor provide the District with copies of the records pertaining to the EHR of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3). ⁵

Following the EHR of Contractor Employees

Actor	Action
Contractor	<p>Maintains records documenting EHRs as required by law and upon the District’s request, provides the District access to records pertaining to the employment history reviews of employees. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23.</p> <p>Prohibits the assignment of an employee to a position at the District involving direct contact with children or students if: (1) the employee does not provide the information required by 105 ILCS 5/22-94(c) or provides false information or willfully fails to disclose information required by the EHR⁶ (2) the Contractor determines the employee is unfit for the position, or (3) the District objects to the assignment after the Contractor informs it of an instance of sexual misconduct as listed in the section above. 105 ILCS 5/22-94(f) and j(4), added by P.A. 102-702, eff. 7-1-23.</p> <p>Disciplines, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23.</p> <p>As appropriate, reports responses received from an applicant’s employer(s) to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. Note: A contractor or district that reports information or records about a current or former employee or applicant under 105 ILCS 5/22-94 is immune from criminal and civil liability for the disclosure of the</p>

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⁵ Whether a district requests EHR records from a contractor is at a district's discretion. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 1-1-23. If a district wants to request that contractors provide *all* EHR records of contractor employees, delete the phrase “of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3)” from the sentence.

⁶ The law requires contractors to discipline employees who provide false information or willfully fail to disclose information required by a sexual misconduct related employment history review, but it does not specifically require contractors to prohibit such employees from having direct contact with children or students. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23. This procedure includes that prohibition as a best practice.

Actor	Action
	information or records unless the information or records provided were knowingly false. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Business Manager, or designee	<p>Reviews all EHR records provided by the Contractor to evaluate the employee's fitness to be assigned to work in the District.</p> <p>As appropriate, reports responses received from an applicant's employers to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.</p> <p>If a Contractor employee is alleged to have engaged in sexual misconduct with an enrolled student, ensures notice to the student and parent(s)/guardian(s) of the student is provided and the allegations are investigated in accordance with administrative procedure 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i>, see the Notification of Alleged Sexual Misconduct subhead.</p> <p>If any of the Contractor's employees will have direct, daily contact with one or more students, conducts a <i>complete criminal history records check</i> of the Contractor employees under 105 ILCS 5/10-21.9(f) by following 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i>.⁷</p>

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⁷ See sample policy 4:60, *Purchases and Contracts*, at f/n 12, for a discussion of the overlapping standards that trigger *complete criminal history records checks* of contractor employees under 105 ILCS 5/10-21.9(f) (see 5:30-AP2, *Investigations*, and 4:60-AP3, *Criminal History Records Check of Contractor Employees*) and EHRs of contractor employees under 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

Amount of change
order approval

RENUMBERED

October 2022 March 2023

4:60-AP4AP5

increase from \$10,000 to \$25,000

Operational Services

Administrative Procedure - Federal and State Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 4:60, *Purchases and Contracts*, and 4:60-AP1, *Purchases*, the following procedures apply to District procurement under federal awards and State awards governed by the Grant Accountability and Transparency Act (GATA).¹ The District maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.²

Consult the Board Attorney regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.³

Code of Conduct⁴

Board policies 2:100, *Board Member Conflict of Interest*, and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, contain standards of conduct covering conflicts of interest and governing the actions of board members and employees engaged in the selection, award, and administration of contracts.

General Procurement Standards⁵

- A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. **Note:** A conflict between this regulation's requirements and the Ill. Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing; violation is a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).
- B. To foster greater economy and efficiency, the District may enter into sState and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and

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¹ 2 C.F.R. §§200.318-200.327; 30 ILCS 708/, Grant Accountability and Transparency Act (GATA). GATA adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by the Ill. State Board of Education (ISBE), see: www.isbe.net/gata.

² 2 C.F.R. §200.318(b).

³ Many legal issues will be solved by early and frequent consultation with the board attorney.

⁴ 2 C.F.R. §200.318(c).

⁵ 2 C.F.R. §200.318(b), (d)-(k).

creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. **Note:** A conflict between this regulation's requirements and the Ill. Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).

- E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. **Note:** State law requires award to the "lowest responsible bidder."
- F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. **Note:** The Ill. Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by \$~~1025~~,000, a/k/a *change orders*. If a change order will exceed the original contract price by 10%, it must be rebid.
- H. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition ⁶

- A. All procurement transactions for the acquisition of property or services required under an award shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 5/10-20.21), ~~and~~ policy 4:60, *Purchases and Contracts*, and this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:
 - 1. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - 2. Requiring unnecessary experience and excessive bonding;
 - 3. Noncompetitive pricing practices between firms or between affiliated companies;
 - 4. Noncompetitive contracts to consultants that are on retainer contracts;
 - 5. Organizational conflicts of interest;
 - 6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - 7. Any arbitrary action in the procurement process.
- B. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. **Note:** State law may also encourage or discourage these preferences. Discuss these with the Board Attorney. See also Doyle Plumbing & Heating Co. v.

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⁶ 2 C.F.R. §200.319.

4:60-AP4AP5

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Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill.App.3d 221 (4th Dist. 1997); Cardinal Glass Co. v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill.App.3d 442 (3rd Dist. 1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. **Note:** The Board must also follow the Local Government ~~and~~ Professional Services Selection Act. 50 ILCS 510/.

- C. Procurement Transactions. All solicitations will:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
 - a. Such description must not, in competitive procurements, contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
 - c. Detailed product specifications should be avoided if at all possible.
 - d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
 2. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.
- D. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. **Note:** State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.
- E. The District shall not preclude potential bidders from qualifying during the solicitation period.
- F. Noncompetitive procurements can only be awarded in accordance with the requirements detailed in paragraph E of the **Methods of Procurement** subhead below.

Methods of Procurement ⁷

The District shall use one of the following methods of procurement:

- A. Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000, as may be amended from time to time.⁸ To the extent practicable, the District shall distribute micro-

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⁷ 2 C.F.R. §200.320.

⁸ The *micro-purchase threshold* is set by the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions) and is periodically adjusted for inflation. 2 C.F.R. §200.1. The federal government’s Office of Management and Budget (OMB) issued a memo increasing the micro-purchase threshold to \$10,000, pursuant to the National Defense Authorization Act FY 2018 (Pub. L. No. 115-91), pending amendments to the FAR. OMB Memorandum 18-18 (6-20-18), at: www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf.

purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents it maintains. **Note:** See 105 ILCS 5/10-20.21 and policy 4:60, *Purchases and Contracts*.

- B. Small purchase procedures. Small purchase procedures may be used for the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the Simplified Acquisition Threshold⁹ of \$250,000, as may be amended from time to time. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, as determined appropriate by the District.
- C. Sealed bids. Bids are publicly solicited and a firm fixed price contract¹⁰ (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. **Note:** 105 ILCS 5/10-20.21 requires “lowest responsible bidder.” The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(b)(1)(i) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(b)(1)(ii) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- D. Proposals. The use of proposals is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. Proposals must be solicited from an adequate number of qualified offerors. If this method is used, the requirements in 2 C.F.R. §200.320(b)(2) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.
- E. Noncompetitive procurement. Noncompetitive procurement may be used only when one or more of the circumstances in §200.320(e) apply: (1) the cost does not exceed the micro-purchase

The footnotes should be removed before the material is used.

2 C.F.R. §200.320(a)(1) authorizes a district to increase its own micro-purchase threshold up to \$50,000, if it has determined and documented that a higher threshold is appropriate based on its internal controls, an evaluation of risk, and documented procurement procedures. If a district increases its threshold, it must annually self-certify and make supporting documentation available to the awarding agency and auditors during the retention period specified in 2 C.F.R. §200.334. The self-certification must include a justification, clear identification of the threshold, and documentation that the higher threshold is consistent with the bidding statute, 105 ILCS 5/10-20.21. See policy 4:60, *Purchases and Contracts*. A board that wants to increase its threshold should consult the board attorney for guidance on the content and method of self-certification, such as an annual resolution to be adopted by the board. If the district has established a micro-purchase threshold greater than \$10,000, substitute that amount in Item A above. Micro-purchase thresholds higher than \$50,000 must be approved by the *cognizant agency for indirect costs*, which means the federal agency assigned responsibility for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals. 2 C.F.R. §200.1.

⁹ *Simplified acquisition threshold (SAT)* means the dollar amount below which a district may purchase property or services using small purchase methods. Districts may adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation (FAR) at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. §1908 and is periodically adjusted for inflation. See also definition of §200.1 Micro-purchase, 2 C.F.R. §200.1. The OMB issued a memo increasing the simplified acquisition threshold to \$250,000, pursuant to the National Defense Authorization Act FY 2018 (Pub. L. No. 115-91), pending amendments to the FAR. OMB Memorandum 18-18 (6-20-18), at: www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf.

2 C.F.R. §300.320(a)(2) authorizes a district to use a lower SAT than the one established by the FAR. The district is responsible for determining an appropriate SAT based on its internal controls, an evaluation of risk, and its documented procurement procedures. *Id.* If the district has established a SAT lower than \$250,000, substitute that amount in Item B above.

¹⁰ *Contract* means a legal instrument by which a district purchases property or services needed to carry out the project or program under a federal award. See also the definition of *subaward*, 2 C.F.R. §200.1.

threshold; (2) the item is available only from a single source; (3) public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation; (4) the awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District; or (5) after solicitation of a number of sources, the District determines competition is inadequate. **Note:** 50 ILCS 510/ may conflict with this regulation.

Procurement of Recovered Materials ¹¹

When the District procures items designated by the Environmental Protection Agency (EPA) as capable of being produced with recovered materials¹², and the purchase of the items exceeds \$10,000 or the quantity of the items (or functionally equivalent items) purchased in the preceding fiscal year exceeded \$10,000, the District shall:

- A. Ensure the items contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The decision not to procure such items must be based on a determination that the items: (1) are not reasonably available within a reasonable period of time, (2) fail to meet the performance standards in the applicable specifications, or (3) are only available at an unreasonable price. ¹³
- B. Procure solid waste management services in a manner that maximizes energy and resource recovery.
- C. Establish an affirmative procurement program for procurement of recovered materials identified in EPA guidelines. The program must contain the following elements: ¹⁴
 1. Preference program for purchasing the designated items;
 2. Promotion program;
 3. Procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications; and
 4. Annual review and monitoring of the effectiveness of the program.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms ¹⁵

The District shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

The footnotes should be removed before the material is used.

¹¹ 42 U.S.C. §6962; 2 C.F.R. §200.323.

¹² 40 C.F.R. Part 247. For recommendations that the EPA has developed for recovered (recycled) content and for its list of designated products, see: www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program, which was developed as part of the EPA's Comprehensive Procurement Guideline (CPG) Program.

¹³ 42 U.S.C. §6962(c)(1).

¹⁴ 40 C.F.R. §247.6. For a summary of the requirements of an Affirmative Procurement Program, see: www.epa.gov/smm/summary-affirmative-procurement-program.

¹⁵ 2 C.F.R. §200.321. See also the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/.

- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Dept. of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

Contract Cost and Price ¹⁶

- A. The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-federal entity must make independent estimates before receiving bids or proposals.
- B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.
- D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Awarding Agency or Pass-Through Entity Review ¹⁷

The District shall make available, upon request of the federal awarding agency¹⁸ or pass-through entity¹⁹ (Ill. State Board of Education):

- A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and

The footnotes should be removed before the material is used.

¹⁶ 2 C.F.R. §200.324.

¹⁷ 2 C.F.R. §200.325.

¹⁸ Federal awarding agency means the federal agency that provides a federal award directly to a non-federal entity. 2 C.F.R. §200.1.

¹⁹ Pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. 2 C.F.R. §200.1.

- B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.325(b) apply.

Bonding Requirements ²⁰

- A. For construction or facility improvement contracts or sub-contracts exceeding the Simplified Acquisition Threshold²¹, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.
- B. If such a determination has not been made, the minimum requirements shall be as follows:
1. A bid guarantee from each bidder equivalent to five percent of the bid price. The *bid guarantee* must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 2. A performance bond on the part of the contractor²² for 100 percent of the contract²³ price. A *performance bond* is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
 3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions ²⁴

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*.

The footnotes should be removed before the material is used.

²⁰ 2 C.F.R. §200.326.

²¹ See f/n 8, above.

²² *Contractor* means an entity that receives a contract as defined in §200.1, 2 C.F.R. §200.1.

²³ *Contract* means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. See also definition of *subaward*, 2 C.F.R. §200.1.

²⁴ 2 C.F.R. §200.327.

Minor language changes

Operational Services

Exhibit - Internal Procedures for Procurement Transactions

Actor	Action
Staff Member	Identifies a procurement need and makes a written request to the appropriate department head and/or Building Principal.
Building Principal, appropriate department head or designee	Evaluates <u>the</u> staff member's request by conducting a needs analysis, determining a funding source, and determining if <u>the</u> request should be sent to the Business Manager and/or designee for further analysis. Note: The Principal's procurement role likely varies based upon each district and type of expense.
Business Manager and/or designee	Upon request of the Building Principal, conducts further analysis of <u>the</u> staff member's request in order to verify information and determine if funds are available. Provides <u>the</u> Building Principal with results of further analysis.
Building Principal, appropriate department head or designee	Provides <u>the</u> Superintendent and/or designee with <u>the</u> staff member's written procurement request, his/her analysis of the staff member's request, and, if applicable, any further analysis conducted by the Business Manager and/or designee.
Superintendent and/or designee	<p>Reviews <u>the</u> staff member's request and analyses of same; evaluates <u>the</u> educational value of procurement requested. <u>The</u> Superintendent and/or designee may then:</p> <ul style="list-style-type: none"> • Approve <u>the</u> procurement request if it is below <u>the</u> amount set by the School Board and/or State law (105 ILCS 5/10-20.21); • Deny <u>the</u> procurement request; or • If <u>the</u> procurement request amount exceeds the Superintendent's authority, seeks Board permission for procurement. See policy 4:60, <i>Purchases and Contracts</i>, for the amount designated by the Board. <p>When presenting a contract or purchase for Board approval, the Superintendent and/or designee shall ensure it complies with applicable State and federal law, consulting with the Board Attorney as needed. See policies 4:60, <i>Purchases and Contracts</i> and 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i>.</p>

Actor	Action
School Board	<p>Considers any procurement requests submitted by the Superintendent and/or designee.</p> <p>Considers any contract requests submitted by the Superintendent and/or designee.</p>
Superintendent and/or designee	Identifies appropriate method of procurement and ensures appropriate method is followed.

DRAFT

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Requires background check prior to employment

Part 2

General Personnel

Hiring Process and Criteria¹

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.² The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.³ If the Superintendent's recommendation is rejected, the Superintendent must submit another.⁴ No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).⁵

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

¹ State or federal law controls this policy's content. This policy contains an item on which impact 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.

² See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

³ Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

⁴ An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

⁵ 775 ILCS 5/2-103.1, ~~added by P.A. 101-656~~, prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a substantial relationship between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, amended by P.A. 102-552, a district does not have to show a substantial relationship between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights (IDHR) interprets the Ill. Human Rights Act (IHRA) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. *Id.* at 5/2-103.1(C). See IDHR's *Conviction Record Protection - Frequently Asked Questions* (March 2021), at:

<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html> | www2.illinois.gov/dhr/Pages/Conviction-Record-Protection-Frequently-Asked-Questions.aspx.

Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue**. See administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice provisions and the need for districts to also comply with the seven-day notification requirement in the Ill. Uniform Conviction Information Act, 20 ILCS 2635/7. **Note:** The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

All applicants must complete a District application in order to be considered for employment. ⁶

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. ⁷

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

105 ILCS 5/10-21.9(c), ~~amended P.A. 101-531~~; 105 ILCS 5/21B-80, amended by P.A.s ~~101-531~~ and 102-552, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-531, 101-643, and 102-552~~ and ~~102-702, eff. 7-1-23~~, see f/n 5 and 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

⁶ Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. Id. Each employment application for these positions must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103(G-5) and 5/2-103.1, ~~added by P.A. 101-656~~, states "[u]nless authorized by law, an employer is prohibited from inquiring about an applicant's conviction record prior to making a job offer to the applicant." See ~~IDHR's~~ *Conviction Record Protection – Frequently Asked Questions* guidance issued by IDHR (March 2021), at:

<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>~~www2.illinois.gov/dhr/Pages/Conviction-Record-Protection-Frequently-Asked-Questions.aspx~~.

While the School Code and Job Opportunities for Qualified Applicant Act do not prohibit districts from asking about disqualifying convictions before a job offer is made, it is unclear whether they affirmatively *authorize* such inquiries. The IDHR's guidance does not carry the force of law, but it may impact its handling of a discrimination charge based on a conviction record. It is also unclear if an applicant's mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district's obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence (AI) analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, ~~added by P.A. 101-260~~. Employers should also be careful that use of AI, software, and algorithms to assess applicants does not violate the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 et seq.). See *The Americans with Disabilities Act and the Use of Software, Algorithms, and Artificial Intelligence to Assess Job Applicants and Employees* technical assistance document issued by the U.S. Equal Employment Opportunity Commission (May 2022) at: www.eeoc.gov/laws/guidance/americans-disabilities-act-and-use-software-algorithms-and-artificial-intelligence. Given the rapidly changing technologies in this area, please consult the board attorney.

⁷ 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at:

www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.⁸

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.⁹ When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.¹⁰ The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.¹¹ The School Code requires the Board President to keep a conviction

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

⁸ Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's essential functions. 29 C.F.R. §1630.2(n). The ADA protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see *Id.* at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA made significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.

⁹ The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, 101-643, and 102-552~~ and ~~102-702, eff. 7-1-23~~. See administrative procedure 5:30-AP2, *Investigations*, for the process, timing, and positions requiring criminal background investigation and what steps a district must take if it wants to disqualify an applicant based on a conviction record. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: <https://isp.illinois.gov/Sor/Disclaimerwww.isp.state.il.us/sor>. The Statewide Murderer and Violent Offender Against Youth Database is available at: <https://isp.illinois.gov/MVOAY/Disclaimerwww.isp.state.il.us/emvo/>. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-531 and 101-643~~ ~~102-702, eff. 7-1-23~~, see f/n 5 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See policy 4:60, *Purchases and Contracts*, for requirements concerning (1) criminal background checks of employees of contractors who have *direct, daily contact with students* and (2) *sexual misconduct related employment history reviews (EHRs) of employees of contractors of have direct contact with children or students*.

¹⁰ *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, 101-643, and 102-552~~ and ~~102-702, eff. 7-1-23~~, and the EHR required by 105 ILCS 5/22-94, added by P.A. ~~102-702, eff. 7-1-23~~, including the federal *Rap Back Service* (20 ILCS 2630/3.3) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 *et seq.*), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

¹¹ 105 ILCS 5/10-21.9(b), ~~amended by P.A.s 101-72 and 101-531~~, and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law.¹² The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.¹³

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80¹⁴ or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.¹⁵

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

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b), ~~amended by P.A.s 101-72 and 101-531~~. Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.

¹² *Id.* at 5/10-21.9(b), ~~amended by P.A.s 101-72 and 101-531~~ and 105 ILCS 5/21B-85, amended by P.A. 102-552. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. *Id.*

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A.s ~~101-531 and 101-643~~ 102-702, eff. 7-1-23, see f/n 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

¹³ Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

¹⁴ See f/n 5, above.

¹⁵ 105 ILCS 5/10-21.9(c) and (g), ~~amended by P.A. 101-531~~. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: ¹⁶

The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. ¹⁷

The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. ¹⁸

The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. ¹⁹

The District does not request or require an applicant to disclose wage or salary history as a condition of employment. ²⁰

The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. ²¹

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¹⁶ As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: "The Superintendent shall ensure that the District does not engage ..."

¹⁷ Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an established bona fide occupational requirement of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ 820 ILCS 112/10(b-5); added by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5); added by P.A. 101-177.

¹⁹ Id.

²⁰ Id.

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

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after "compensation":

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

Handwritten: New Language

The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. ²²

The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. ²³

The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) ²⁴

Prior to hiring an applicant for a position involving direct contact with children or students, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations ²⁵

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician

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²² Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

²³ Id. at 55/10(b)(6)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. Id. at 55/10(b)(5). Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does not prohibit an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

²⁴ 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See administrative procedure 5:30-AP3, Sexual Misconduct Related Employment History Review (EHR), for the process, timing, and positions requiring an EHR. See policy 4:60, Purchases and Contracts, and administrative procedure 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, for EHR requirements for employees of contractors who have direct contact with children or students.

²⁵ 105 ILCS 5/24-5, amended by P.A. 101-81. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health (IDPH) or by order of a local public health official. The IDPH does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

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

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.²⁶ The Board will pay the expenses of any such examination.

Orientation Program

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

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Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. ADA, 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

²⁶ The State law (105 ILCS 5/24-5, amended by P.A. 101-81) allowing boards to require physicals of current employees "from time to time," is ~~been~~ superseded by the ADA, 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See f/n 8 for an explanation regarding the ADA.

See f/n 254 for a discussion of examinations by spiritual leaders/practitioners.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,
5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than
the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex
Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and
Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease),
5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of
Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and
Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and
Qualifications)

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General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See: www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: <https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/legal/documents/e-verification-facts-poster.pdf>. ~~www.illinois.gov/idol/Laws-Rules/legal/Pages/privacy-workplace.aspx~~
See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643 102-702, eff. 7-1-23)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Dept. of Police (ISP) for criminal history records information (CHRI) pursuant to the Ill. Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (Pub. L. 109-248),
2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and
3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth ~~Registration Act~~ Community Notification Law, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District or the Regional Superintendent¹ once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s ~~101-531~~ and 102-552.

See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*. **Important:** 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/background-check-guide-071817.pdf> www.isp.state.il.us/does/5-727.pdf.
2. Ill. State Board of Education SBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), ~~amended by P.A. 101-531~~.

Applicant for Bus Driver - Each applicant for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the ISP to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview² with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the ISP. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application. See 625 ILCS 5/6-106.1, amended by P.A.s ~~101-458~~ and 102-168; 92 Ill.Admin.Code §1035.25.

Superintendent or designee - Note: *Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:
 - a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan

The footnotes should be removed before the material is used.

¹ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director" throughout this procedure.

² Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, ~~added by P.A. 101-260~~.

vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.

- b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b), ~~amended by P.A. 101-531~~, and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete. Id.
- c. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), ~~amended by P.A. 101-531~~, and:
 - i. Makes a preliminary determination ~~that~~ the applicant will be disqualified based on a conviction record when: (1) ~~the~~ District is prohibited by 105 ILCS 5/10-21.9 from employing the individual ~~because~~ the conviction is an offense listed in 105 ILCS 5/21B-80, ~~amended by P.A. 102-552~~;³ (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the employment sought or held; or (3) the employment would involve an *unreasonable risk to property* or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5), ~~added by P.A. 101-656~~. It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A), ~~added by P.A. 101-656~~.

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B), ~~added by P.A. 101-656~~. See also Ill. Dept. of Human Rights (IDHR) *Conviction*

The footnotes should be removed before the material is used.

³ Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), ~~added by P.A. 101-656~~, which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue.**

Record Protection – Frequently Asked Questions (March 2021), at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

- ii. When the applicant's conviction record disqualifies him/her/them, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District's reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant's right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant's receipt of the copy of the conviction record⁴ if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2), ~~added by P.A. 101-656~~. See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.

Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act*, at: www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions.

- iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the employer has for the applicant to challenge the decision or request reconsideration (this is not required)⁵; and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3), ~~added by P.A. 101-656~~. See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.
- d. The Superintendent or designee, or the Regional Superintendent, or as applicable the entity that provides background checks for public schools, notifies the State

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⁴ The IHRA requires at least five business days for the applicant to dispute the accuracy of the conviction record, but the Ill. Uniform Conviction Information Act (UCIA) provides the applicant seven working days from of receipt of the copy of the conviction information to notify the district if the information is inaccurate or incomplete. 20 ILCS 2635/7(A)(2). This procedure accommodates the longer timeline of the UCIA.

⁵ Consult the board attorney for advice about whether policy 2:260, *Uniform Grievance Procedure*, should be included in the final decision letter for new applicants and/or existing employees. That policy is limited to students, parents/guardians, employees, or community members that want to file a complaint regarding the district's alleged violation of a constitutional right, statute, or board policy.

Superintendent of education in writing⁶ within 10 business days⁷ after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e), ~~amended by P.A.s 101-531 and 101-643.~~

Note: For substitute teachers, the Superintendent will need to ensure that the District performs these checks. Contact the board attorney and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent ~~of Schools~~ or Suburban Cook County Intermediate Service Center ~~Executive Director~~, whichever is appropriate, was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

- e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), ~~amended by P.A. 101-531~~, and policy 5:260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.
2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:
 - a. The Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimerwww.isp.state.il.us/sor/>, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ et seq.), and
 - b. The Statewide Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY/Disclaimerwww.isp.state.il.us/emvo/>, as authorized by the Murderer and Violent Offender Against Youth ~~Community Notification~~Registration Act (730 ILCS 154/75-154/105).

The footnotes should be removed before the material is used.

⁶ 105 ILCS 5/10-21.9(e), ~~amended by P.A. 101-643~~, requires written notice for *convictions*. While notice for *pending* criminal charges is not required to be "in writing," for ease of use, consistency in administration, alignment with the requirement to provide written notice for *convictions*, and best practices this sample text states the State Superintendent will also be notified of *pending* criminal charges in writing. Consult the board attorney for further guidance.

⁷ 105 ILCS 5/10-21.9(e), ~~amended by P.A. 101-643~~, does not state whether the notice requirement is *calendar days* or *business days*. Support for it being *business days* is found later in 105 ILCS 5/10-21.9(e), which requires that notice for *convictions* be provided within 15 business days.

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, -notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b)-~~amended by P.A. 101-531~~. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a *registration* for an individual licensed by ISBE. 105 ILCS 5/21.9(e)-~~amended by P.A. 101-531~~.

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note:** The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board...". See 105 ILCS 5/10-21.9(a) and (g)-~~amended by P.A. 101-531~~. 20 ILCS 2630/3.3 establishes authority for the ISP to collect fees from the District if wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of **being** searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall **be** returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf).

Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the ISP and/or Statewide Sex Offender Registry for clarification purposes, or the Teachers' Retirement System of the State of Illinois (TRS) when the board learns that a teacher has been convicted of a felony. See 105 ILCS 5/10-21.9(b)-~~amended by P.A. 101-531~~, 105 ILCS 5/21B-10, and 105 ILCS 5/21B-85, amended by P.A. 102-552. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see f/n 11 in 5:30, *Hiring Process and Criteria*.

Regional Superintendent/Suburban Cook County Intermediate Service Center Executive Director - The Superintendent or designee may require the applicant to authorize the Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one district. The Regional Superintendent or Suburban Cook County Intermediate Service Center Executive Director, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer> www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115), and the Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer> www.isp.state.il.us/emvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Law Registration Act (730 ILCS 154/75-154/105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A.s ~~101-72 and 102-552~~.

Contractors - The above requirements for a *complete criminal history records check* apply to all employees and agents of contractors who have direct, daily contact with students. 105 ILCS 5/10-21.9(f). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) ~~agree to a contract provision~~ confirm that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g), ~~amended by P.A. 101-531~~, apply to employees of contractors who have “direct, daily contact” with students. To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks; or (2) see the employee’s criminal history furnished by the ISP and the FBI.⁸ All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors’ employees, the District must provide the information to another school or school district that requests it. 105 ILCS 5/10-21.9(f-5). For more information, see ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. 20 ILCS 2635/7(A)(3).

District - The District complies with 105 ILCS 5/10-21.9, amended by P.A.s ~~101-72, 101-531, and 102-552~~ and ~~102-702, eff. 7-1-23,~~ and 5/21B-80, amended by P.A.s ~~101-531 and 102-552~~. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence⁹ for the criminal offense:
 - a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

The footnotes should be removed before the material is used.

⁸ See 4:60-AP3, *Criminal History Records Check of Contractor Employees*, at f/n 1, for discussion of the impact of 775 ILCS 5/2-103.1 on contractor employees.

⁹ Sentence includes any period of supervision or probation that was imposed either alone or in combination with a period of incarceration. 105 ILCS 5/21B-80(a), amended by P.A.s ~~101-531 and 102-552~~.

- b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 *et seq.*, except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
 - e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.
2. Has been convicted of committing or attempting to commit any one or more of the following offenses:
- a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.
 - b. Attempting to commit, conspiring to commit, soliciting, or committing any offense defined in Article 9 (Homicide) of the Criminal Code of 1961 or the Criminal Code of 2012.
 - c. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:
 - i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;
 - ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;
 - iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and
 - iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.
 - d. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Dept. of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs this task.

Requires districts to initiate background check prior to hiring

March 2023

NEW

5:30-AP3

General Personnel

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, a sexual misconduct related employment history review (EHR) must be initiated, but the District may permit the individual to be hired and begin employment pending its outcome.¹ This applies to all permanent and temporary employment positions within a school, including substitute employees and employees of contractors. An EHR is not required for volunteers.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Initiate an EHR - The District initiates an EHR when it submits an *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s) to every current and previous employer identified by the applicant on said form(s).

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Substitute Employees

For substitute employees, the EHR is required only prior to the initial hiring of a substitute employee or placement on a school's or district's approved substitute list. A substitute employee seeking to be added to another school's or district's substitute list must undergo another EHR. An EHR conducted upon initial hiring by a contractor or any other entity that furnishes substitute staffing services, e.g., a

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¹ 105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23, requires schools or contractors to *initiate* a sexual misconduct related employment history review (EHR) prior to hiring an applicant; it does not require them to wait to receive EHR results. While hiring an applicant after initiating an EHR may be necessary in some circumstances (e.g., to fill an urgent staffing need), waiting for EHR results before hiring an applicant may be prudent in other circumstances. Consult the board attorney for further guidance. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, at f/n 1, for a discussion of this issue as it applies to contractors.

regional office of education, satisfies the EHR requirement for all schools using that contractor's/entity's services. 105 ILCS 5/22-94(i), added by P.A. 102-702, eff. 7-1-23.

Employees of Contractors

For employees of contractors, the EHR is performed either at the time of initial hiring or prior to the employee's assignment to perform work for a school involving direct contact with children or students. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23. Contractors must maintain records documenting EHRs for all such employees and, upon the District's request, provide the District with access to the records. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23. See Board policy 4:60, *Purchases and Contracts*, administrative procedure 4:60-AP1, *Purchases*, and administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for employment history review requirements for employees of contractors who have direct contact with children or students.

Employment History Review for Direct Hires

Actor	Action
Board President	When the applicant is a superintendent candidate, ensures that either the resigning Superintendent, Human Resources Administrator, or designee initiates the EHR.
Superintendent, Human Resources Administrator, or designee	<p>After a conditional hiring offer has been extended to an applicant for a temporary, permanent, or substitute position involving direct contact with children or students,² initiates the EHR and provides the applicant with:</p> <ol style="list-style-type: none"> 1. A <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf.³ 2. Copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using the ISBE <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf, for the applicant to complete for each current/former employer, 3. Instructions to complete and return all forms within [<i>insert number</i>] calendar days after receipt, and

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² Optional. 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, does not specify when an applicant must undergo an EHR. To reduce administrative work, this sample procedure provides that an EHR will only occur once an applicant for a position involving direct contact with children or students reaches a particular stage in the hiring process. Alternatively, a district may choose to conduct an EHR for all applicants who reach a particular stage in the hiring process, even if the position does not involve direct contact with children or students, in case the position's job duties change to involve direct contact with children or students. If the district wishes to conduct EHRs for all applicants who reach a particular stage in the hiring process, delete for a temporary, permanent, or substitute position involving direct contact with children or students.

³ Districts must use Ill. State Board of Education templates to develop their EHR forms. 105 ILCS 5/22-94(c), added by P.A. 102-702, eff. 7-1-23. Districts may incorporate the templates into existing forms and/or add to the templates' requirements, but they cannot alter the templates' contents.

Actor	Action
	4. Notice that the District cannot hire an applicant who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23). ⁴
Applicant	Completes the <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s) and returns them to the Superintendent, Human Resources Administrator and/or designee. 105 ILCS 5/22-94(c)(3), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Human Resources Administrator, or designee	<p>Reviews the applicant's completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s). Maintains copies of these forms in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p> <p>Provides, to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form:</p> <ol style="list-style-type: none"> 1. A copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23); and 2. Instructions to complete the form and return it to the Superintendent, Human Resources Administrator, or designee within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt. <p>For applicants licensed by ISBE, verifies the applicant's reported previous employers with previous employers in ISBE's Educator Licensure Information System (ELIS) to ensure accuracy. 105 ILCS 5/22-94(c)(5), added by P.A. 102-702, eff. 7-1-23.</p> <p>Reviews all responses received from the applicant's employers and uses information in the responses to evaluate the applicant's fitness to be hired or for continued employment. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.</p> <p>May report information in the responses, as appropriate, to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. <u>Id.</u></p> <p>Note: An employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant is immune from criminal and civil liability for the disclosure of</p>

The footnotes should be removed before the material is used.

⁴ This restriction only applies to applicants for temporary, permanent, or substitute positions involving direct contact with children or students. A district may choose to extend this restriction to all applicants.

Actor	Action
	<p>the information or records, unless the information or records provided were knowingly false. <u>Id.</u></p> <p>Maintains the <i>Sexual Misconduct Disclosure</i> form and all responses received from the current/former employers in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p>

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Letter to prior employer

General Personnel

Exhibit - EHR Letter to Applicant's Current/Former Employer

Use this letter when the District contacts an applicant's current or former employer to complete a sexual misconduct related employment history review. 105 ILCS 5/22-94.

On District Letterhead

Re: Applicant's Sexual Misconduct Related Employment History Review

Attention [*insert name of applicant's current/former employer*]:

You are receiving this letter pursuant to the Illinois School Code (105 ILCS 5/22-94) because your organization has been listed by the applicant as a current employer, a former employer that was a school or school contractor, or a former employer at which the applicant had direct contract with children or students, meaning the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.

To help protect children and students from the threat of sexual misconduct, Illinois law requires all Illinois public/non-public elementary and secondary schools to conduct sexual misconduct related employment history reviews on certain applicants for hire. Therefore, we are required to ask, and you are required to complete, the enclosed standardized form, which was developed using a template created by the Ill. State Board of Education (ISBE). Illinois law further requires you to disclose the information requested on the enclosed form within twenty (20) calendar days of your receipt of the form. If you have an office of human resources or central office, such information must be provided by that office. Additionally, if you answer yes to any question, you must provide further information about the matter disclosed as well as all related records. Information received shall not be deemed a public record.

We will use the information we receive from you to evaluate the applicant's fitness to be hired or for continued employment. We may also report the information, as appropriate, to ISBE, a State licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.

Under Illinois law, an employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant pursuant to this request is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. This immunity is in addition to, and not a limitation on, any other immunity provided by law or any absolute or conditional privileges applicable to the disclosure by virtue of the circumstances of the applicant's consent to the disclosure. Additionally, this immunity extends to any circumstances when the employer, school, school administrator, or contractor in good faith shares findings of sexual misconduct with another employer.

Unless the laws of another state prevent the release of the information or records requested, or disclosure is restricted by the terms of a contract entered into before July 1, 2023, and notwithstanding any other provisions of law to the contrary, an employer, school, school administrator, contractor, or applicant must report and disclose all relevant information, records, and documentation that may otherwise be confidential.

Please return a copy of your response by email to: *[insert email address]*, or by US mail to:

Thank you for your cooperation,

[Insert title, such as Superintendent or Human Resources Administrator]

Enclosure: *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form*

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General Personnel

misconduct

Abused and Neglected Child Reporting¹

Any District employee who suspects or receives knowledge that a student may be an abused or neglected² child or, for a student aged 18 through 22, an abused or neglected individual with a

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

¹ State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/) requires *education personnel* to immediately report ~~or cause a report to be made~~ to DCFS when they have reasonable cause to believe a child known to them in their professional or official capacities may be abused or neglected; *education personnel* includes school personnel (including administrators and certified and non-certified school employees) and educational advocates assigned to a child in accordance with the School Code. 325 ILCS 5/4(a)(4), ~~added by P.A. 101-564~~; ANCRA states that such personnel "may also notify the person in charge of [the] school[.]" 325 ILCS 5-4(e). *Education personnel* also includes board members; however, ANCRA does not require them to directly report to DCFS and instead states that a board member "shall direct or cause the school board to direct the superintendent" to report to DCFS. 325 ILCS 5/4(a)(4), (d). See the Special School Board Member Responsibilities subhead. below, and sample policy 2:20, Powers and Duties of the School Board; Indemnification.

If the report involves an *adult student with a disability*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide ~~24-hour~~ toll-free telephone number at 1-800-368-1463. 325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b). Reports involving an adult student with a disability may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n ~~2018~~ below) and the immunity for such disclosures, the sample policy directs the initial phone call to DCFS. The Dept. of Human Services Act (DHS Act) (20 ILCS 1305/1-17(k)(1)) allows a required reporter four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation. 20 ILCS 1305/1-17(k)(1). Only employees are required reporters. 20 ILCS 1305/1-17(a).

~~Abuse and neglect are defined in 325 ILCS 5/3 and, for adult students with a disability in 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.~~

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. 325 ILCS 5/4(m) and 20 ILCS 1305/1-17(k)(1).

A teaching license may be suspended ~~or revoked~~ for willful or negligent failure to report suspected child abuse or neglect as required by law ~~and for sexual misconduct~~. 105 ILCS 5/21B-75, amended by P.A.s ~~101-531 and 102-552 and 102-702, eff. 7-1-23, and 20 ILCS 1305/1-17(k)(1). 20 ILCS 1305/1-17(k)(1) allows mandated reporters for adults with disabilities four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation.~~

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. Id.

Every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) must review its sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85, ~~added by P.A. 101-534~~. 105 ILCS 5/10-20.71, ~~added by P.A. 101-534~~. See sample policy 7:20, Harassment of Students Prohibited.

² ANCRA covers abuse and neglect of children. 325 ILCS 5/3. ~~DHSA covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.~~

~~Abuse covered by ANCRA also includes grooming as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (a/k/a Faith's Law).~~

disability³, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.⁴ Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.⁵ The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.⁶ *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under

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The School Code goes further and prohibits school employees from engaging in grooming behaviors and sexual misconduct. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a Erin's Law); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a Faith's Law). To streamline implementation, sample policy 5:120, Employee Ethics: Code of Professional Conduct; and Conflict of Interest, defines prohibited grooming behaviors to include sexual misconduct and it explicitly prohibits employees from engaging in grooming, grooming behaviors, and sexual misconduct. While it is possible for low-level grooming behaviors and/or sexual misconduct to not amount to grooming prohibited by ANCRA, best practice is to report suspected grooming behaviors and sexual misconduct to DCFS.

³ State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b). However, 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language.

For elementary districts, delete the following phrase from the first sentence: "or, for a student aged 18 through 22, an abused or neglected individual with a disability."

⁴ 325 ILCS 5/7, amended by P.A. 101-583. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

When two or more mandated reporters who work within the same workplace share a reasonable cause to believe that a student may be an abused or neglected child, one of them may be designated to make a single report. 325 ILCS 5/4(b). The report must include the name(s) and contact information for the other mandated reporter(s). Id.

⁵ ANCRA states that mandated reporters "may also notify the person in charge of [the] school[.]" 325 ILCS 5/4(e). This sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

⁶ Optional. The sample policy makes coordination with DCFS, the SRO, and local law enforcement a step in the process of reporting, so the local agencies and school district are better able to prevent and manage the risks school officials and parents/guardians face when a DCFS report has been made, e.g., situations where parents/guardians, upon learning a DCFS report has been made involving their child(ren), commit an act of self-harm in response to the information.

For school districts in DuPage County, the DuPage County State's Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS have created a *Model Policy Reporting Abuse and Neglect for School Officials in DuPage County*, at: www.dupageroe.org/wp-content/uploads/Mandated_Reporting.pdf. Consult the board attorney about this reporting policy – its intent is for school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation. **Note:** The DuPage SAO, ROE, and PD lack authority under ANCRA over school officials to enforce compliance with this "model reporting policy;" only DCFS has the authority under ANCRA to enforce penalties under ANCRA, not the "model reporting policy." The DuPage SAO, ROE, and PD did not consult school officials in the creation of its "model reporting policy."

the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS. ⁷

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made. ⁸

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. ⁹

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

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. ¹⁰

All District employees shall:

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⁷ 105 ILCS 5/10-23.12(c) (all district employees) ~~added by P.A. 101-531~~; 105 ILCS 5/21B-75(b) (teachers) ~~amended by P.A. 101-531~~.

⁸ ANCRA requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment. 325 ILCS 5/4.5(b). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the State requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5(b), except for willful or wanton misconduct, e.g., knowingly filing a false report. Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001. 325 ILCS 5/4.5(e).

⁹ 720 ILCS 5/12C-50.1(b) creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches. 720 ILCS 5/12C-50.1(a). The duty to report hazing is triggered only when the employee/volunteer is fulfilling his or her responsibilities as a school official and observes hazing which results in bodily harm. 720 ILCS 5/12C-50.1(b). A report must be made to *supervising educational authorities*, which is not defined in the Act. *Id.* Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1(c). Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor. *Id.* 7:190-AP1, *Hazing Prohibited*, uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50.

¹⁰ While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12(a), amended by P.A. 100-413, authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect."

The drill during such training should be: "If in question, report."

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date. ¹¹
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors ([including sexual misconduct as defined in Faith's Law](#))¹², and boundary violations as required by law and policy 5:100, *Staff Development Program*. ^{13 14}

Alleged Incidents of Sexual Abuse: Investigations ¹⁵

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. ¹⁶

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

¹¹ ANCRA also requires staff members, within three months of employment, to complete mandated reporter training, including a section on implicit bias and racial and ethnic sensitivity. 325 ILCS 5/4(j), amended by P.A.s ~~101-564~~ and 102-604. This training must be completed again at least every three years. *Id.* The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. *Id.* While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c), ~~added by P.A. 101-531~~, that mandated reporters annually review [Ill. State Board of Education \(ISBE\) materials regarding notification of DCFS](#) (see f/n 175, below), and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees.

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is 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.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n 109 above.

¹² [Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5\(c\), added by P.A. 102-676. See f/n 2, above, regarding the inclusion of sexual misconduct in the definition of grooming behaviors set forth in sample policy 5:120, Employee Ethics: Code of Professional Conduct; and Conflict of Interest.](#)

¹³ ~~*Erin's Law*~~—105 ILCS 5/10-23.13, amended by P.A. 102-610 ([a/k/a Erin's Law](#)). For additional *Erin's Law* requirements and definitions, see policies and the f/ns in 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics: Code of Professional Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*.

¹⁴ 105 ILCS 5/10-23.12(b) permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings. The following optional sentence provides that information: "The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

¹⁵ Delete this subhead if your school district is not within a county served by an accredited CAC. 105 ILCS 5/22-85-~~added by P.A. 101-531~~, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. The law is silent about investigations in counties without CACs.

¹⁶ Though 105 ILCS 5/22-85(b), ~~added by P.A. 101-531~~, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used.

If a District employee reports an alleged incident of sexual abuse to DCFS¹⁷ and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC).¹⁸ The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation.¹⁹ The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.²⁰

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, and (2) that act resulted in the license holder's dismissal or resignation from the District, he or she the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged.²¹ The Superintendent must make the

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¹⁷ 105 ILCS 5/22-85(c), ~~added by P.A. 101-531~~, provides that if a mandated reporter within a school has knowledge of an alleged incident of sexual abuse, the reporter must call the DCFS hotline immediately after obtaining the minimal information necessary to make a report, including the names of the affected parties and the allegations. It further requires ~~the Ill. State Board of Education (ISBE)~~ to make available materials detailing the information necessary to enable notification to DCFS of an alleged incident of sexual abuse, and that all mandated reporters annually review ISBE's materials.

¹⁸ 105 ILCS 5/22-85(d), ~~added by P.A. 101-531~~.

¹⁹ 105 ILCS 5/22-85(j), (k), ~~added by P.A. 101-531~~.

²⁰ ANCRA requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. 325 ILCS 5/4(d). When a report involves an adult student with a disability, DCFS must instruct mandated reporters making these reports to call the DHS' Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the DHS Act.

The DHS Act (20 ILCS 1305 1-17(l)) then requires a determination of whether a report involving an adult student with a disability should be investigated under it or the Abuse of Adults with Disabilities Intervention Act (20 ILCS 2435), however that Act was repealed by P.A. 99-049 (eff. 7-1-13). The DHS Act does not outline a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded report*), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve adult students with disabilities when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

See also ¶n 4 of policy 5:150, *Personnel Records*, discussing the Elementary and Secondary Education Act's (ESEA) (20 U.S.C. §7926) requirement that school policies must explicitly prohibit school districts from providing a recommendation of employment for an employee, contractor, or agent that a district knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

²¹ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center Executive Director."

report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder. ²²

New

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. ²³

The Superintendent shall execute the recordkeeping requirements of Faith's Law. ²⁴

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse. ²⁵

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. ²⁶

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*. ²⁷

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²² 105 ILCS 5/10-21.9(e-5), amended by P.A.s ~~101-531~~ and 102-552 and 102-702, eff. 7-1-23, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

²³ 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, Parent/Guardian Notification of Sexual Misconduct.

²⁴ 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, Personnel Records.

²⁵ 325 ILCS 5/4(d). This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

²⁶ 105 ILCS 5/10-23.12(c), ~~added by P.A. 101-531~~. See f/n 67, above, and f/n 3 in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

²⁷ 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See the discussion in the f/ns tied to these duties in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85, 5/22-85.5, and 5/22-85.10.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

DRAFT

Renumbered -
Requires Procedures to notify parents
November 2021 March 2023 if alleged sexual misconduct involves child

RENUMBERED

5:90-AP1

General Personnel

Administrative Procedure - Coordination with Children's Advocacy Center ¹

Children's Advocacy Centers (CACs) are child-focused, trauma-informed, facility-based programs that provide a multi-disciplinary, comprehensive response to child abuse. Illinois CACs are organized and operate under the Children's Advocacy Center Act, 55 ILCS 80/. CACs are accredited based on standards set by the National Children's Alliance. 55 ILCS 80/2.5. See www.nationalchildrensalliance.org/.

If the District is located within a county that is served by an accredited CAC, it must coordinate with the CAC to implement the **Alleged Incidents of Sexual Abuse; Investigations** subhead of Board policy 5:90, *Abused and Neglected Child Reporting*. 105 ILCS 5/22-85, ~~added by P.A. 101-531~~. For a map of accredited CACs, and to identify a CAC that may serve the District, see www.childrensadvocacycentersofillinois.org/about/map. Use this procedure to coordinate with the District's local CAC.

Glossary of Terms

Alleged incident of sexual abuse - An incident of sexual abuse of a child (as defined in the Ill. Criminal Code of 2012, 720 ILCS 5/11-9.1A) that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred either: on school grounds during a school activity, outside of school grounds, or not during a school activity. 105 ILCS 5/22-85(b), ~~added by P.A. 101-531~~. ²

Alleged victim - A student who is alleged to be the victim of an alleged incident of sexual abuse.

Appropriate law enforcement agency - A law enforcement agency whose employees have been involved, in some capacity, with an investigation of a particular alleged incident of sexual abuse. 105 ILCS 5/22-85(b), ~~added by P.A. 101-531~~.

Child advocate - May be a school social worker, a school or equally-qualified psychologist, or a person in a position the Ill. State Board of Education (ISBE) has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i), ~~added by P.A. 101-531~~.

Forensic interview - An interview between a trained forensic interviewer, as defined by National Children's Alliance standards, and a child in which the interviewer obtains information from children in an unbiased and fact finding manner that is developmentally appropriate and culturally sensitive to support accurate and fair decision making by the multidisciplinary team in the criminal justice and child protection systems. 55 ILCS 80/2.5.

School personnel - School employees, vendors, and volunteers.

The footnotes should be removed before the material is used.

¹ This procedure cites the minimum requirements of State law. Modify this procedure based upon the District's specific implementation needs and any additional needs of the CAC that serves the District.

² See the f/n 14 analysis in [sample](#) policy 5:90, *Abused and Neglected Child Reporting*. To provide boards with clarity, this procedure uses the definition of *sexual abuse* from the Ill. Criminal Code of 2012.

Sexual Abuse and Sexual Assault - See Ill. Criminal Code of 2012 definitions at:

- 720 ILCS 5/11-9.1A. Permitting sexual abuse of a child.
- 720 ILCS 5/11-1.20. Criminal sexual assault.
- 720 ILCS 5/11-1.30. Aggravated criminal sexual assault.
- 720 ILCS 5/11-1.40. Predatory criminal sexual assault of a child.
- 720 ILCS 5/11-1.50. Criminal sexual abuse.
- 720 ILCS 5/11-1.60. Aggravated criminal sexual abuse.

Coordination with CAC

Actor	Action
ISBE	Identifies persons in positions who may be appropriate child advocates for students during a school's investigation into an alleged incident of sexual abuse. As of March 2023 0 , ISBE has not identified any persons.
Superintendent or designee	<p>Establishes a CAC Communication Committee (Committee) to operate as a Superintendent committee. See 2:150-AP, <i>Superintendent Committees. Consider including:</i></p> <p>District Nondiscrimination Coordinator (see 2:260, <i>Uniform Grievance Procedure</i>; and 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>)</p> <p>District Safety Coordinator (see 4:170-API, <i>Comprehensive Safety and Security Plan, Part C. District Safety Coordinator and Safety Team; Responsibilities</i>)</p> <p>District-level administrators</p> <p>Building Principals (Building Principals are mandatory for successful implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>)</p> <p>School personnel</p> <p>Employees from the accredited CAC that serves the District</p> <p>Chairs and convenes Committee meetings for the purpose of implementing the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, <i>Abused and Neglected Child Reporting</i>.</p> <p>Note: To achieve the minimum requirement of State law that the District coordinate with its local CAC, this procedure establishes an administrative committee. Establishing a committee provides a best practice for aligning with governance principles and examining implementation issues specific to each individual school district and the CACs that serve each district. While smaller school districts, e.g., one-building districts, may be able to implement a program through one meeting, larger school districts will likely require the uniform coordination this Committee provides.</p> <p>Informs the School Board of the Committee's progress and needs by adding information items to the Board's agendas as needed.</p>

Actor	Action
	<p>Ensures that at least every two years, school personnel are trained to understand, provide information and referrals to, and address issues pertaining to students who are parents, expectant parents, or victims of domestic or sexual violence. Note: 105 ILCS 5/10-22.39(d) requires this training to be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting students and must include training concerning each of the following:</p> <ol style="list-style-type: none"> 1. Communicating with and listening to student victims of domestic or sexual violence and expectant and parenting students. 2. Connecting student victims of domestic or sexual violence and expectant and parenting students to appropriate in-school services and other agencies, programs, and services as needed. 3. Implementing the school district's policies, procedures, and protocols with regard to such students, including confidentiality.
School Personnel	<p>Upon suspecting or receiving knowledge of an alleged incident of sexual abuse, shall perform each of the following (105 ILCS 5/22-85(c), added by P.A. 101-531):</p> <ol style="list-style-type: none"> 1. Immediately report to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873 (within Illinois); 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY). 2. Follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. 25 ILCS 5/7, added by P.A. 101-531. The written report shall include, if known, each of the following: The name and address of the child, his or her parents/guardians, or other persons having custody; The child's age; The child's condition, including any evidence of previous injuries or disabilities; and Any other information that the reporter believes may be helpful to DCFS for its investigation. 3. Promptly notify the Superintendent or Building Principal that a report has been made.
Superintendent or Building Principal	<p>Immediately coordinates any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement which includes the local State's Attorney's Office. ³</p> <p>Notifies the District's Nondiscrimination Coordinator of the reported alleged incident of sexual abuse.</p>

The footnotes should be removed before the material is used.

³ This sentence implements optional language from sample policy 5:90, *Abused and Neglected Child Reporting*, and should be deleted if the board's adopted policy does not contain it.

5:90-AP¹

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Actor	Action
DCFS and/or Appropriate Law Enforcement Agency	<p>Determines whether to accept a reported alleged incident of sexual abuse for investigation. If a reported alleged incident is accepted, refers the matter to the CAC serving the District. 105 ILCS 5/22-85(d), added by P.A. 101-531.</p> <p>Note: If neither DCFS nor law enforcement investigate the alleged incident of sexual abuse, the District can move forward with its own investigation without CAC involvement.</p>
CAC	<p>Coordinates the investigation of the alleged incident of sexual abuse in accordance with its existing multidisciplinary team protocol and National Children’s Alliance accreditation standards. 105 ILCS 5/22-85(e)(1).</p> <p>Facilitates communication between the DCFS/law enforcement multidisciplinary team investigating the alleged incident of sexual abuse and the District’s Nondiscrimination Coordinator.⁴ At a minimum:</p> <ol style="list-style-type: none"> 1. Ensures that all applicable parties have each other’s contact information; and 2. Shares the CAC’s protocol regarding the process of approving the viewing of a forensic interview by school personnel, and a contact person for questions regarding the protocol. 105 ILCS 5/22-85(e)(2), added by P.A. 101-531.
Nondiscrimination Coordinator	<p>Upon being notified of the reported alleged incident of sexual abuse by the Superintendent or Building Principal, shall:</p> <p>Open and conduct the District’s investigation into the alleged incident of sexual abuse in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>Schedule regular follow-up calls to the CAC to inquire whether DCFS/law enforcement has opened an investigation into the alleged incident of sexual abuse.</p> <p>If DCFS/law enforcement investigation is not opened, stops using this procedure and continues the District’s investigation in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>If DCFS/law enforcement investigation is opened, continues with the following steps.</p> <p>Notes the date DCFS/law enforcement opened its investigation and sets a reminder for 15 calendar days after it.</p> <p>Note: This time period is important because the CAC has 15 calendar days to conduct a forensic interview of the alleged victim. During this time, the</p>

The footnotes should be removed before the material is used.

⁴ Throughout this procedure “Nondiscrimination Coordinator” may be replaced with Title IX Coordinator or designee, Complaint Manager, School Resource Officer, or the title of any other school personnel leading the school’s investigation into the alleged incident of sexual abuse.

Actor	Action
	<p>District is cannot interview the alleged victim regarding the alleged incident.</p> <p>While the child abuse and/or criminal investigations related to the alleged incident of sexual abuse are being conducted by DCFS/law enforcement, the Nondiscrimination Coordinator:</p> <p>Continues the District’s investigation, which may include interviewing the alleged witnesses and/or the alleged perpetrator.</p> <p>May request information from the alleged victim or his or her parent/guardian to ensure his or her safety and well-being at school during the investigations. 105 ILCS 5/22-85(f), added by P.A. 101-531.</p> <p>Refrains from interviewing the alleged victim until after the CAC completes its forensic interview. 105 ILCS 5/22-85(f), added by P.A. 101-531. ⁵</p> <p>Upon request, must inform DCFS/law enforcement investigators of any evidence it has gathered, as permitted by federal or State law. 105 ILCS 5/22-85(f), added by P.A. 101-531.</p> <p>Note: Evidence gathered by the Nondiscrimination Coordinator during the District’s investigation may be confidential under the Illinois School Student Records Act (105 ILCS 10/) and the Family Rights and Educational Privacy Act (20 U.S.C. §1232g). Consult the Board Attorney regarding what disclosures, if any, are allowed in response to a request from DCFS and/or law enforcement and conditions that must be met prior to disclosure.</p> <p>Schedule regular follow-up calls with the CAC to inquire about the status of the forensic interview of the alleged victim.</p>
CAC	<p>Informs the Nondiscrimination Coordinator that:</p> <ol style="list-style-type: none"> 1. The forensic interview of the alleged victim is complete, and the electronic recording of the forensic interview may be viewed; or 2. The CAC determined a forensic interview will not be conducted. 105 ILCS 5/22-85(g), (h), added by P.A. 101-531.
Nondiscrimination Coordinator	<p>If the electronic recording of the forensic interview of the alleged victim is available for viewing:</p> <ol style="list-style-type: none"> 1. Verifies the CAC has obtained informed consent from an alleged victim over the age of 13 or the alleged victim’s parent/guardian

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⁵ The purpose of waiting to interview and coordinating with CACs is to minimize trauma of an alleged victim by preventing multiple interviews of him/her regarding the alleged incident of sexual abuse. When a DCFS/law enforcement investigation is pending, then the CAC’s forensic interview serves as the interview that other entities, e.g., school districts, may use by viewing or listening to it for their investigations. If a DCFS/law enforcement investigation is pending but the CAC does not conduct a forensic interview, then the school may conduct its own interview of the alleged victim after following the procedures outlined in this procedure.

Actor	Action
	<p>for school personnel to view the forensic interview (105 ILCS 5/22-85(h), added by P.A. 101-531); and</p> <p>Note: Each CAC may have its own consent form. Contact your local CAC to confirm that it will obtain written consent from the alleged victim over the age of 13 or the alleged victim's parent/guardian (if under the age of 13).</p> <p>2. Views the electronic recording of the forensic interview.</p> <p>If the CAC has not performed a forensic interview of the alleged victim within 15 calendar days after DCFS/law enforcement opens an investigation, notifies the CAC that the District intends to interview the alleged victim.</p>
CAC	<p>After receiving notification that the District intends to interview the alleged victim, has 10 additional calendar days to conduct a forensic interview. 105 ILCS 5/22-85(g), added by P.A. 101-531.</p>
Nondiscrimination Coordinator	<p>If the CAC does not conduct a forensic interview of the alleged victim within the 10 additional calendar days, proceeds with the District's interview of the alleged victim. <u>Id.</u></p> <p>If the alleged victim is under 18 years old, makes a child advocate available to the alleged victim and allows the child advocate to be present during the interview. A child advocate may be a school social worker, a school or equally qualified psychologist, or a person in a position that ISBE has identified as an appropriate advocate for a student during a school's investigation into an alleged incident of sexual abuse. 105 ILCS 5/22-85(i), added by P.A. 101-531.</p> <p>Schedules regular follow-up calls to DCFS/law enforcement to inquire if the investigation of an incident has been suspended and/or is complete, including the outcome of the investigation. 105 ILCS 5/22-85(j), (k), added by P.A. 101-531.</p>

Requires Parent Notification of
alleged sexual misconduct
March 2023 involves child

General Personnel

Administrative Procedure - Parent/Guardian Notification of Sexual Misconduct ¹

When a District employee, contractor, or agent² is alleged to have engaged in *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c) with a student, the District must first provide notice to the student and then provide written notice to the student’s parents/guardians.

Following the District’s investigation of the alleged sexual misconduct, additional notice must be provided when the Board takes any action relating to the employment of the alleged perpetrator, including whether employment was terminated or whether the Board accepted the employee’s resignation. Notice of formal Board action must first be provided to the student and then written notice must be provided to the student’s parents/guardians.

The only time student notification is not required before parental notification is when a District employee or agent deems it necessary to address an **imminent risk** of serious physical injury or death of a student or another person, including the victim. If **notification is not given to the student first**, then it must be given as soon as practicable and without delay following parental notification.

These parent/guardian notification procedures **do not apply** if the student’s parent/guardian is the alleged perpetrator of sexual misconduct, and/or if the student is at least 18 years of age or emancipated.

Sexual misconduct - Any act, including **but not limited to**, any verbal, nonverbal, written, or electronic communication or physical activity, by an **employee** with **direct contact** with a student, that is directed toward or with a student to establish a **romantic or sexual relationship** with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Notification of Alleged Sexual Misconduct

Actor	Action
Superintendent or Building Principal	<p>Upon learning that a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with a student:</p> <p>Verifies that the allegation has been reported to the Ill. Dept. of Children and Family Services (DCFS) in accordance with Board policy 5:90, <i>Abused and Neglected Child Reporting</i>.</p> <p>Immediately coordinates any necessary notifications to the student’s parents/guardians with DCFS, the applicable school resource</p>

The footnotes should be removed before the material is used.

¹ 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. This procedure cites the minimum requirements of State law. Modify this procedure based upon the District’s specific implementation needs.

² Depending upon the facts, agents may also include student teachers and interns. Consult the board attorney as needed for guidance.

Actor	Action
	<p>officer, and/or local law enforcement which includes the local State's Attorney's Office. ³</p> <p>Notifies the District's Nondiscrimination Coordinator⁴ of the reported alleged sexual misconduct.</p>
<p>Nondiscrimination Coordinator</p>	<p>Upon being notified of the reported alleged sexual misconduct by the Superintendent or Building Principal, shall:</p> <p>Determine whether the alleged sexual misconduct is also being investigated by the Ill. Dept. of Children and Family Services (DCFS) and/or law enforcement.</p> <p>Open and conduct an investigation into the alleged incident of sexual misconduct in accordance with policy 7:20, <i>Harassment of Students Prohibited</i>.</p> <p>Considering any DCFS and/or law enforcement investigation(s), identify the appropriate time frame for notifying the student and the student's parents/guardians of the alleged sexual misconduct. 105 ILCS 5/22-85.10(a)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>Note: Notification must be provided as soon as feasible after the District becomes aware of the alleged sexual misconduct, subject to the requirements of 105 ILCS 5/22-85(f) restricting interviews of a student who is a victim of an alleged incident of sexual abuse. <i>Id.</i> at (a)(4). See 5:90-AP1, <i>Coordination with Children's Advocacy Center</i>.</p>
<p>Nondiscrimination Coordinator, School Counselor, and/or a staff member trained in child development</p>	<p>Notifies the student, in a developmentally appropriate manner, with a staff member present who is trained in child development or is one the student trusts, that a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student. Notice will include:</p> <ol style="list-style-type: none"> 1. That notice will be given to the student's parent(s)/guardian(s) (105 ILCS 5/22-85.10(a)(2)(A), added by P.A. 102-702, eff. 7-1-23); 2. What information will be included in the notice to parent(s)/guardian(s) (<i>Id.</i> at (a)(2)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin's Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>);

The footnotes should be removed before the material is used.

³ This sentence implements optional language from sample policy 5:90, *Abused and Neglected Child Reporting*, and should be deleted if the board's adopted policy does not contain it.

⁴ Throughout this procedure "Nondiscrimination Coordinator" may be replaced with Title IX Coordinator or designee, Complaint Manager, School Resource Officer, or the title of any other school personnel leading the school's investigation into the alleged sexual misconduct.

Actor	Action
	<ol style="list-style-type: none"> 4. If the student is 12 years of age or older, any available counseling services under 105 ILCS 5/3-550 (105 ILCS 5/22-85.10(a)(2)(C), added by P.A. 102-702, eff. 7-1-23);⁵ and 5. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District's domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (<u>Id.</u> at (a)(2)(C), (D)).
Nondiscrimination Coordinator	<p>After the student notification, notifies parent(s)/guardian(s) in writing of:</p> <ol style="list-style-type: none"> 1. The alleged sexual misconduct (<u>Id.</u> at (a)(3)(A)); 2. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin's Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); and 3. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District's domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 ((105 ILCS 5/22-85.10(a)(3)(B), added by P.A. 102-702).

Notification of Board Action

Actor	Action
Superintendent and Nondiscrimination Coordinator	<p>As soon as feasible after the Board takes any action relating to the employment of the alleged perpetrator, notifies the student, in a developmentally appropriate manner, of:</p> <ol style="list-style-type: none"> 1. The fact that notice will be given to the student's parent(s)/guardian(s) (<u>Id.</u> at (b)(2)(A)); 2. Information that will be included in the notice to parents/guardians (<u>Id.</u> at (b)(2)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin's Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); 4. If the student is 12 years of age or older, any available counseling services under 405 ILCS 5/3-550 (105 ILCS 5/22-85.10(b)(2)(C), added by P.A. 102-702, eff. 7-1-23); and

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⁵ See f/n 7 in sample policy 7:250, *Student Support Services*, for information regarding counseling services under 405 ILCS 5/3-550.

Actor	Action
	<p>5. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District's domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (105 ILCS 5/22-85.10(b)(2)(C), (D), added by P.A. 102-702).</p> <p>If the student is no longer enrolled when the Board takes action, written notice may be sent to the last known address in the student's file. <u>Id.</u> at (b)(5).</p>
Superintendent	<p>After the student notification, notifies parent(s)/guardian(s), in writing of:</p> <ol style="list-style-type: none"> 1. The Board's action (<u>Id.</u> at (b)(3)(A)); 2. Whether a report concerning the alleged sexual misconduct was or will be submitted to the State Superintendent of Education and the Regional Superintendent⁶ pursuant to 105 ILCS 5/10-21.9 (<u>Id.</u> at (b)(3)(B)); 3. Any District and community-based counseling options for students affected by grooming behaviors identified by the Student Support Committee (see the <i>Erin's Law Counseling Options, Assistance, and Intervention</i> subhead of policy 7:250, <i>Student Support Services</i>); and 4. Beginning 7-1-25, any available resources for the student within the school and community in accordance with 105 ILCS 5/26A, including the name and contact information of the District's domestic and sexual violence and parenting resource coordinator under 105 ILCS 5/26A-35 (105 ILCS 5/22-85.10(b)(3)(C), added by P.A. 102-702). <p>If the student is no longer enrolled when the Board takes action, written notice may be sent to the last known address in the student's file. <u>Id.</u> at (b)(5).</p>

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⁶ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

Updated footnotes
allows for license Revoke a suspended
for sexual misconduct

October 2022 March 2023

5:125

General Personnel

Personal Technology and Social Media; Usage and Conduct¹

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible ~~communication techniques through the use of~~ web-based and/or mobile technologies ~~that allow users to turn communication into share content and/or engage in~~ interactive ~~dialogue~~ communication through online communities.² This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.*³

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes ~~laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones, e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).~~⁴

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

¹ This policy is optional. Consult the board attorney because personal technology, social media, and public employees' First Amendment rights involve unprecedented and unsettled areas of the law. In addition, personal technology and social media platforms change continually.

Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in 5:120, *Employee Ethics: Code of Professional Conduct: and Conflict of Interest*, the Ill. Educators' Code of Ethics at 23 Ill. Admin. Code §22.20, and 105 ILCS 5/21B-75, amended by P.As. ~~101-531 and 102-552 and 102-702, eff. 7-1-23~~ (allows suspensions or revocations of licenses, endorsements, or approvals for abuse or neglect of a child, willful or negligent failure to report suspected child abuse or neglect, *sexual misconduct as defined in 105 ILCS 5/22-85.5(c), immorality, and unprofessional conduct*, among other things). *Immoral* has been defined by one court to mean "shameless conduct showing moral indifference to the opinions of the good and respectable members of the community." See *Ahmad v. Bd. of Educ. of City of Chicago*, 36556 Ill. App.3d 155 (1st Dist. 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on Twitter or similar social media sites, and text messaging or emailing students. See also the discussion in f/ns ~~56 & 67~~ below.

This policy also 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. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)."

² Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy's definition is very broad. It is adapted from ~~a frequently cited Wikipedia definition at Merriam-Webster's definition at: www.merriam-webster.com/dictionary/social%20media.~~

³ Optional. A board may want to add other sites. As of ~~July 2021~~ January 2023, the publication *eBizMBA Inc.* lists the top four social networking sites as Facebook, YouTube, Instagram, and Twitter respectively.

⁴ Optional.

5:125

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Usage and Conduct ⁵

All District employees who use personal technology and/or social media shall: ⁶

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting-Child Reporting*.
6. Not disclose ~~student record~~ confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130,

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⁵ Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney. See f/n 1 and 127. The discipline will require careful balancing of the district's obligations to protect its students with employees' rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees' efforts to work to improve the terms and conditions of their workplace. 29 U.S.C. §151 et seq. (Illinois courts have looked to the National Labor Relations Act for guidance on what is protected activity under the Ill. Educational Labor Relations Act, 115 ILCS 5/).

⁶ The following list is optional and may contain items on which collective bargaining may be required. See f/n 1. To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject. See f/n 62 of sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, for more discussion about how to initiate this conversation, f/n 43 of sample policy 5:100, *Staff Development Program*, and the discussion in f/n 2 of sample policy 8:10, *Connection with the Community*, related to excluding followers and purging critics from social media accounts that are considered public forums (*Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018)). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances. ⁷

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures. ⁸
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation. ⁹
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media. ¹⁰
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy. ¹¹

Superintendent Responsibilities

The Superintendent shall: ¹²

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⁷ Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records); 5 ILCS 140/7 (exempts personnel information and other items such as school security and response plans and maps from disclosure); 45 C.F.R. §164.502 (protects the employees' health information); and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on social media.

⁸ 17 U.S.C. §101 *et seq.*

⁹ 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 *et seq.* See also f/ns 1 and 56 above.

¹⁰ The Children's Internet Protection Act (CIPA) (47 U.S.C. §254(l)) requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See [sample policy 6:235, Access to Electronic Networks](#). Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

¹¹ The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action against any employee, when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102. Sexual harassment of a student is also prohibited by [sample policy 7:20, Harassment of Student Prohibited](#), and of an employee by [sample policy 5:20, Workplace Harassment Prohibited](#).

¹² 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration. One logical method for a board to address the issue of district employees' use of personal technology and social media is to include its expectations during its in-service trainings required by 105 ILCS 5/10-22.39. Many experts in social media risk management advocate training employees about the expectations concerning social media usage. For boards that do not want to include this as a part of the in-service, delete the phrase "during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by [Board policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest](#)."

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by ~~Board~~ policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.¹³
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

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Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See *Mayer v. Monroe Cnty. Cmty. Sch. Corp.*, 474 F.3d 477 (7th Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See *Pickering v. High Sch. Dist. 205*, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. *Garcetti v. Ceballos*, 547 U.S. 410 (2006).

¹³ Right to Privacy in the Workplace Act, 820 ILCS 55/10(b) (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 2449 in sample policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

- LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).
- CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

DRAFT

Requires ETR form to be part of personnel file

General Personnel

Personnel Records ¹

Maintenance and Access to Records

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

Access to personnel records is available as follows:

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

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

¹ State or federal law controls this policy's content. 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.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)."

new

² An employee has the right to view his or her personnel file contents, with a few exceptions. Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/. Thus, personnel files should contain only factual and accurate job-related information. Additionally, 105 ILCS 5/22-94(c), a.k.a Faith's Law, added by P.A. 102-702, eff. 7-1-23, requires a district to maintain as part of an employee's personnel file a form including sexual misconduct related information: the form is completed at the time of separation of employment or at the request of the employee. See 5:150-AP, Personnel Records. Finally, in addition, the PRRA identifies records that may not be kept: a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9, amended by P.A. 101-534) and records identifying an employee as the subject of an investigation by the Ill. Dept. of Children and Family Services (DCFS) if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13). See f/n 5.

³ Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c)-5.
2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.⁴ The Superintendent shall:⁵

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3. *Information prohibited from being disclosed under the Illinois Educational Labor Relations Act (IELRA).* 5 ILCS 140/7.5(y) ~~added by P.A. 101-620~~; 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third-party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.
4. *Information prohibited from being disclosed by the PRRA.* 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse, ~~or severe physical abuse,~~ or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A.s ~~101-534 102-702, eff. 7-1-23~~. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, ~~or severe physical abuse,~~ or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A.s ~~101-534 102-702, eff. 7-1-23~~. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A.s ~~101-534 102-702, eff. 7-1-23~~.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1. Finally, sexual misconduct employment history review (EHR) information received pursuant to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, is not deemed a public record under the School Code. However, P.A. 102-702, eff. 7-1-23, did not specifically amend or reference FOIA. Districts should consult their board attorneys if they receive FOIA requests for EHR information regarding current or former employees.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a covered entity (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

⁴ The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. *Id.*

⁵ 325 ILCS 5/4(d) ~~amended by P.A. 101-564~~ requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

- 8 pt. Responsibilities
1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
 2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law,⁶ but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
 3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law.⁷

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

LEGAL REF.: 20 U.S.C. §7926.
[105 ILCS 5/22-94.](#)
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personal Record Review Act.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

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Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html. See also [sample procedure 2:265-API, Title IX Sexual Harassment Response, at f/n 7.](#)

Consult the board attorney about what "or has probable cause to believe, has engaged in sexual misconduct" means. For guidance, [sample policy 5:90, Abused and Neglected Child Reporting](#), and its f/n 14 analysis define an "alleged incident of sexual abuse" as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

⁶ Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements.

⁷ [105 ILCS 5/22-94\(c\), added by P.A. 102-702, eff. 7-1-23.](#)

updated to align w/ 5:150

General Personnel

Administrative Procedure - Personnel Records

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment applicant are maintained for no less than five years from the application date.¹ Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records²**
- Form I-9 required under the Immigration Reform and Control Act³**
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5:35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data

new →

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¹ Equal Employment Opportunity Commission regulations require employers to retain all personnel records, including applications, for at least one year from the date the record was made or any personnel action was taken, whichever is later. 29 C.F.R. §1602.14. A longer retention period allows the district to gather data that may be used to defend a discrimination complaint.

² 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*.

³ For information on Form I-9, see *Handbook for Employers, Instructions for Completing Form I-9, Form I-9 Resources* at: www.uscis.gov/i-9-central/form-i-9-resources—www.uscis.gov/files/form/m-274.pdf. The Ill. Right to Privacy in the Workplace Act (820 ILCS 55/) imposes requirements on employers who use the E-Verify Program, see: <https://labor.illinois.gov/laws-rules/conmed/privacy-workplace.html>www2.illinois.gov/idol/Laws-Rules/legal/Documents/everify.pdf#search=e%2Dverify%20program and www2.illinois.gov/idol/Laws-Rules/legal/Documents/everify.pdf#search=e%2Dverify%20program.

Relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5) ⁴

Supervisory evaluations

Promotions

Awards received

Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action ⁵

Disciplinary actions and accompanying records

Notice of discharge and accompanying records

Letter of resignation or retirement

Notification that an employee is the subject of an Ill. Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded ⁶

Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

Valid certificate for services being performed

Copies of official transcripts required by the School Code (105 ILCS 5/24-23)

Transcripts of graduate work completed

Verification of past teaching experience, if any

Record of in-service work completed

Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning: (1) activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or (2) activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could,

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⁴ The Americans with Disabilities Act requires that employment health and medical records be kept separately from the regular personnel file. 42 U.S.C. §12112(d)(3).

⁵ The Personnel Record Review Act (PRRA) restricts an employer's ability to use record information during a proceeding in court or before a hearing officer that was not included in the personnel record. 820 ILCS 40/4. Thus, this item becomes a statement of what must be kept in an employee's personnel record.

⁶ 820 ILCS 40/13; 325 ILCS 5/4 and 5/7.4; see the last section of this procedure for additional requirements. According to ANCRA: (1) DCFS must notify the employer of an individual who is the subject of a formal child abuse or neglect investigation if his or her employment results in frequent contact with children (325 ILCS 5/7.4(b)(4)); and (2) when a report is made by a school district employee involving the conduct of an individual employed by the district, the appropriate Child Protective Service Unit must send a copy of its final finding report to the district superintendent (325 ILCS 5/7.4(c-5)).

by the employee's actions, cause the District financial liability. 820 ILCS 40/9, ~~amended by P.A. 101-531.~~

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least two times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor his or her designated representative will have access to records that are treated as exceptions in the PRRA discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.
8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

Requests by Third Parties

The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer (see 2:250-

API, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.
4. The employee will not be informed if the employee ~~has~~ specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will ~~be~~ denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by ~~P.A. 101-531~~ 102-702, eff. 7-1-23.

Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

1. Letters of ~~reference~~ for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of ~~or~~ the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, ~~expansion~~, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in ANCRA whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

Complying with Requirements of Faith's Law⁷

The Superintendent or designee shall execute the recordkeeping requirements of Faith's Law. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form, using the Ill. State Board of Education *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template* at: www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf.
2. If the District is still investigating an employee for *sexual misconduct*⁸ after the employee's separation from employment, updates the information in the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form accordingly.⁹
3. Maintains the completed *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form in the employee's personnel file.
4. Responds to employer requests for sexual misconduct related employment history information under *Faith's Law* by: (a) completing the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

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

⁷ 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. The contents of this subhead implement: (1) the *Faith's Law* recordkeeping requirements contained in the **Special Superintendent Responsibilities** subhead in sample policy 5:90, *Abused and Neglected Child Reporting*, and (2) the obligation to respond to employer requests for information under *Faith's Law* contained in the **Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance** subhead in sample policy 5:150, *Personnel Records*.

⁸ *Sexual misconduct* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

⁹ 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.

LEGAL REF.:

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/22-94.

325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.

820 ILCS 40/, Personnel Record Review Act.

23 Ill.Admin.Code §1.660.

DRAFT

General Personnel

Copyright ¹

Works Made for Hire ²

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement: Designation of District Digital Millennium Copyright Act (DMCA) Agent ³

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

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

¹ State or federal law controls this policy's content. Creators of original materials, including materials posted on the Internet, are granted exclusive rights, known as copyrights (17 U.S.C. §101 et seq.). These exclusive rights include reproducing and publicly performing the work. Congress granted some exceptions to exclusive rights for schools, including §107 on fair use, §108 on library reproduction and archiving, §109 on first sale, and §110 on classroom performance and display. If not covered by an exception, the copyright owner's permission must be sought before a work can be copied or performed. The fine for failing to comply with copyright law is steep making the cost of consulting with the board attorney a bargain. Fair use determinations are very fact specific. See 5:170-API, Copyright Compliance, for more information and resources, and consult the board attorney as needed for guidance.

² In evaluating a work made for hire claim, courts consider a non-exhaustive list of factors, including: (1) the hiring party's right to control the manner and means by which the product is accomplished; (2) the skill required to create the material; (3) the location of the work; (4) the duration of the relationship between the parties; (5) whether the hiring party has the right to assign additional projects to the hired party; and (6) the provision of employee benefits. Shanton v. St. Charles Community Unit Sch. Dist. 303, 2017 WL 4865536 (N.D.Ill. 2017)(citing Community for Creative Non-Violence v. Reid, 490 U.S. 730 (1989)). See also Works Made for Hire (Circular 30), at: www.copyright.gov/circs/circ30.pdf.

³ Optional. Before using this text, consult the board attorney to first identify whether the District is an online service provider (OSP) under the DMCA. The DMCA is an amendment to 17 U.S.C. §101 et seq. The amendment provides limitations on OSP liability for storage, at the direction of a user, of copyrighted material residing on a system or network controlled or operated by or for the OSP. This liability limitation is called the Safe Harbor Provision (SHP). If a district is an OSP, the SHP provision will only apply if the district designates, publicizes, and registers a DMCA Agent with the federal Copyright Office (at publication time, registration was \$6).

District DMCA Agent:

Name

Address

Email

Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq., Federal Copyright Law of 1976.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

DRAFT

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

Districts that may benefit from the SHP are those which operate or contract to operate the following types of websites: file and information sharing sites; blogs that allow guests to post content; social media sites; and other sites that accept, publish or host content created and submitted by other parties. For further steps to designate a DMCA agent, see 5:170-AP4, *Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process.*

5:170

Page 2 of 2

Requires CHC Check prior to
Student Teaching

Professional Personnel

Student Teachers ¹

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code² or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that: ³

1. The District performed a 105 ILCS 5/10-21.9(g) Check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5. ⁴

A 105 ILCS 5/10-21.9(g) Check shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1),

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

¹ State or federal law controls this policy's content. 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.

This sample policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions which exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the school board policy may state, "Please refer to the applicable collective bargaining agreement(s)."

² 105 ILCS 5/21B-80, amended by P.A.s 101-531 and 102-552, 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses. Consult the board attorney for guidance regarding whether student teachers or interns, who are typically unpaid, qualify as employees who must also undergo the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. Whether or not a student or intern is paid by a district may be determinative. See 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*. If a district has an agreement with a post-secondary institution for the placement of student interns, consult the board attorney regarding whether the institution qualifies as a contractor under 105 ILCS 5/22-94(b) that must perform an EHR of the intern. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*.

³ 105 ILCS 5/10-21.9(g), amended by P.A. 101-531. A student teacher or individual beginning a required internship must undergo a fingerprint-based State and national criminal history records information check and checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database prior to participating in any field experiences in the school.

For boards that want to include students participating in any field or clinical experience, amend the introductory phrase to state "Before permitting an individual to student teach, or begin a required internship, or participate in any field or clinical experience in the District, ..." For information about screenings or fingerprint-based criminal history records information checks for students doing field or clinical experience other than student teaching, see number two in the subhead titled **Screening Individuals Who are Likely to Have Contact with Students at School or School Events** in 4:175-API, *Criminal Offender Notification Laws; Screening*.

⁴ 105 ILCS 5/24-5.

- and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
 3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law Registration Act (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees).⁵ Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of Ill. State Police (ISP), to the Department of State Police ISP.⁶ The Superintendent or designee will provide each student teacher with a copy of his or her report.⁷

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.: 34 U.S.C. §20901 et seq., Adam Walsh Child Protection and Safety Act, P.L. 109-248.
~~Uniform Conviction Information Act~~, 20 ILCS 2635/1, Uniform Conviction Information Act,
 105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

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

⁵ 105 ILCS 5/10-21.9(g) ~~amended by P.A. 101-531~~. See also 20 ILCS 2635/7(A)(1).

⁶ 105 ILCS 5/10-21.9(g) ~~amended by P.A. 101-531~~. As a condition of employment, each school board must consider the status of a person to student teach who has an indicated finding of abuse or neglect of a child by the Ill. Dept. of Children and Family Services under the Abused and Neglected Child Reporting Act or by a child welfare agency of another jurisdiction. See fn 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

⁷ 20 ILCS 2635/7(A)(2). *LiveScan* is the recommended equipment for criminal history records checks. The language in this policy does not distinguish whether the district uses an authorized LiveScan vendor or owns or leases its own LiveScan equipment. Delete "(including applicable vendor's fees)" if the district owns or leases its own LiveScan equipment.

For more guidance and information on navigating the records laws surrounding criminal history records checks, along with a LiveScan vendor directory, see the Ill. State Board of Education's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.

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Instruction

Accelerated Placement Program¹

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.² The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.³ APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.⁴ Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.⁵ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.⁶

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);⁷
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;⁸

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

¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A (the Accelerated Placement Act (APA)); 23 Ill.Admin.Code Part 227. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill. Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c).

² Optional. Ensure this statement matches the board's current educational philosophy and objectives. See policy 6:10, *Educational Philosophy and Objectives*.

³ 105 ILCS 5/14A-17; 23 Ill.Admin.Code §227.5.

⁴ *Id.* For high school districts, delete “; and (c) early entrance to kindergarten or first grade” and insert the word “and” between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.*). The APA requires accelerated placement to include “early entrance to kindergarten or first grade.” 105 ILCS 5/14A-17. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade “based upon an assessment of the student's readiness to attend school.” 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. *Id.* See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1); 23 Ill.Admin.Code §227.5.

⁶ 105 ILCS 5/14A-25.

⁷ 105 ILCS 5/14A-32(a)(2) requires that the accelerated placement policy include “a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians” but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

⁸ *Id.* at (a)(3).

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3. Assessment processes that include multiple valid, reliable indicators; and ⁹
4. ~~By the fall of 2023,~~ The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: ¹⁰
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework.¹¹ Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate. ¹²

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

⁹ Id. at (a)(4).

¹⁰ Required ~~only for districts with grades 9-12~~ by 105 ILCS 5/14A-32(a-5), ~~added by P.A. 101-654 and amended by P.A. 102-209 for all districts, including elementary-only districts. Delete for elementary school districts. Though not set forth explicitly explained in the statute. ISBE asserts this provision is limited to "[d]istricts with grades 9-12." See ISBE Accelerated Placement Policy Guidance for Districts Frequently Asked Questions (September 2022), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf. The FAQ further explains that districts must "have the automatic enrollment policy in place prior to the start of the school year 2023-24 and districts will use scores from that school year to automatically enroll students during school year 2024-25."~~ Id., this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (see sample policy 6:135, *High School Credit for Students in Grade 7 or 8*), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), ~~added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, Accelerated Placement Program Procedures.~~

¹¹ Optional. 105 ILCS 5/14A-32(b)(1), ~~amended by P.A. 101-654,~~ permits, but does not require "procedures for annually informing the community at-large, including parents or guardians, community-based organizations, and providers of out-of-school programs, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework[.]"

¹² Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

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

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Instruction

Administrative Procedure - Accelerated Placement Program Procedures ¹

The District's Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, and is implemented by the Superintendent or designee. 105 ILCS 5/14A.

This administrative procedure contains seven sections as follows:

1. Definitions
2. Annual Notification
3. Referral Process
4. Evaluation Process
5. Eligibility Determination
6. Automatic Enrollment in Advanced High School Coursework
7. Program Reporting, Review, and Expanded Access Plan

Definitions ²

Accelerated placement is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student.³ Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.⁴

The footnotes should be removed before the material is used.

¹ Customize this procedure to meet the district's needs. It is written in general terms with regard to 105 ILCS 5/14A, the Accelerated Placement Act (APA). Districts may wish to utilize different procedures for different types of accelerated placement. For example, many districts that permit early entrance to kindergarten or first grade require that early entrance requests be submitted by a certain calendar date, often months in advance of the start of a school term, to allow sufficient time for evaluation and the determination of incoming class sizes and staffing needs. The law is silent regarding whether these deadlines may be waived or adjusted for students who move into the district after the deadline; consult the board attorney for further guidance. Districts should also consider implementing specific and objective criteria for early entrance and address such issues as who pays the costs for assessments, etc.

To provide school administrators and personnel with a familiar procedural framework, the **Referral Process, Evaluation Process, and Eligibility Determination** sections of this sample administrative procedure are loosely modeled on the Ill. Council of School Attorneys' *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*. See www.iasb.com/law/icsaspeced.cfm.

² 105 ILCS 5/14A-17 (APA), requires districts to have an accelerated placement program that includes, but need not be limited to, the following types of acceleration: early entrance to kindergarten or first grade, accelerating a child in a single subject, and grade acceleration. The APA does not define these types of acceleration however, they are defined in Ill. State Board of Education (ISBE) regulations at 23 Ill.Admin.Code §227.5.

For high school districts, delete the definitions of *early entrance to kindergarten* and *early entrance to first grade*. If the district offers additional types of acceleration, such as curriculum compacting or telescoping curriculum, then the definitions of such additional types should be added to this section.

³ 105 ILCS 5/14A-17; 23 Ill.Admin.Code §227.5.

⁴ Id. For high school districts, delete "early entrance to kindergarten or first grade." For districts that offer additional types of acceleration, amend this sentence to include those types in the list of accelerated placement offerings.

Early entrance to kindergarten is the admission to kindergarten of a student who: (a) is assessed for and meets the District's readiness standards to attend school; and (b) will not be five years of age on or before September 1 of that school term. ⁵

Early entrance to first grade is the admission to first grade of a student who is assessed for and meets the District's readiness standards to attend school. A student may, but is not required to, have attended a non-public preschool and continued his or her education at that school through kindergarten and been taught in kindergarten by an appropriately certified teacher. A student who is younger than six upon starting first grade but who was admitted early to kindergarten does not need to be reevaluated prior to admission to first grade. ⁶

Individual subject acceleration is the practice of assigning a student to a specific content area at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.⁷ It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student's current classroom.

Whole grade acceleration is the practice of assigning a student to a higher grade level than is typical, given the student's age, on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.⁸ Commonly referred to as skipping a grade, grade acceleration may be done at the beginning of or during the school term.

Annual Notification ⁹

Actor	Action
Superintendent or designee	<p>Annually notifies the community, including community-based organizations, providers of out-of-school programs, parent(s)/guardian(s), students, and school personnel, about the:</p> <ol style="list-style-type: none"> 1. APP 2. Process for referring a student for possible evaluation for accelerated placement, including: <ol style="list-style-type: none"> a. Steps to be taken to make a referral; b. Individual(s) to whom a referral may be submitted; c. Deadlines by which a referral must be made; and

The footnotes should be removed before the material is used.

⁵ 23 Ill.Admin.Code §227.5. Use the following alternative in a district operating on a year-round basis:

Early entrance to kindergarten is the admission to kindergarten of a student who: (a) is assessed for and meets the District's readiness standards to attend school; and (b) will not be five years of age within 30 days after the commencement of that school term.

⁶ 23 Ill.Admin.Code §227.5.

⁷ Id.

⁸ Id.

⁹ Optional. 105 ILCS 5/14A-32(b)(1), ~~amended by P.A. 101-654~~, permits, but does not require "procedures for annually informing the community at-large, including parents or guardians, community-based organizations, and providers of out-of-school programs, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework[.]" Delete if the board has not included annual notification language in its adopted policy 6:135, *Accelerated Placement Program*.

Actor	Action
	<p>d. Information that must be provided in the referral.</p> <ol style="list-style-type: none"> 3. Methods used to determine whether a student is eligible for accelerated placement. 4. Strategies used to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. <p>Provides such notification:</p> <ol style="list-style-type: none"> 1. By varied communication methods, such as student handbooks and District/school websites; and 2. In multiple languages.

Referral Process

Actor	Action
<p>Parent(s)/Guardian(s), Licensed Educational Professionals, Student (with written consent of a parent/guardian), or Peer (through a licensed educational professional who has knowledge of the student’s abilities).</p> <p>In addition to the above-noted individuals, referrals for possible early entrance to kindergarten or first grade may also come from: Preschool Educator, Non-public Kindergarten Teacher, Pediatrician, or Psychologist who knows the student. ¹⁰</p>	<p>Refers a student for possible evaluation for accelerated placement using the process set forth in this procedure.</p>
<p>Student Services Director, Building Principal, or designee</p>	<p>Within [insert number] school days after receiving a referral, determines whether an evaluation for accelerated placement is warranted.</p> <p>To determine whether an evaluation is warranted, may review existing data about the student, utilize screening data, and conduct preliminary procedures such as observation of the student,</p>

The footnotes should be removed before the material is used.

¹⁰ 105 ILCS 5/14A-32(b)(2) recommends that the referral process allow for multiple referrers, and specifically notes that referrers for possible early entrance may include “a preschool educator, pediatrician, or psychologist who knows the child.” High school districts should delete the list of additional referrers for possible early entrance. ISBE regulations define *multiple referrers* as including, but not being limited to, “the student’s parents or guardian, current teachers, district gifted coordinator or gifted education specialist, guidance counselor, principal, and school psychologist.” 23 Ill.Admin.Code §227.5.

Actor	Action
	<p>consultation with the teacher or other individual making the request, and a conference with the student.</p> <p>Provides the student's parent(s)/guardian(s) with written notice of the referral determination. For cases not warranting an evaluation, the process ends here. For cases warranting an evaluation, proceed to Evaluation Process, below.</p>

Evaluation Process

Actor	Action
Student Services Director, Building Principal, or designee	<p>Convenes an Evaluation Team (consisting of District teacher(s) and school support personnel, as appropriate) having the knowledge and skills necessary to:</p> <ol style="list-style-type: none"> 1. Identify multiple valid, reliable indicators¹¹ to use during the evaluation; 2. Identify appropriate assessment instruments; 3. Administer said assessments; and 4. Interpret evaluation results. <p>The composition of the team may vary depending upon the type of acceleration requested and other relevant factors.</p>
Evaluation Team	<p>Identifies multiple valid, reliable indicators and any assessment instruments appropriate to use during the evaluation.</p> <p>Prepares a written document identifying the evaluation components. This may occur without a meeting.</p>
Student Services Director, Building Principal, or designee	<p>Provides parent(s)/guardian(s) with written notification of the Evaluation Team's conclusions regarding the evaluation components and requests parent(s)/guardian(s)' written consent to conduct the evaluation.</p>
Parent/Guardian	<p>Provides written consent to conduct the evaluation.</p>
Evaluation Team	<p>Completes the evaluation within [insert number] school days following the date of receipt of parent(s)/guardian(s)' written consent to conduct the evaluation.</p> <p>Ensures the evaluation is nondiscriminatory and follows policy 7:10, <i>Equal Educational Opportunities</i>.</p>

The footnotes should be removed before the material is used.

¹¹ Required by 105 ILCS 5/14A-32(a)(4). *Multiple valid, reliable indicators* are not defined in the APA or ISBE regulations; some attorneys prefer using "standardized and norm-referenced indicators" instead.

Eligibility Determination

Actor	Action
Evaluation Team	<p>Convenes a meeting¹² with parent(s)/guardian(s) to review evaluation results and determine eligibility for the APP. Provides parent(s)/guardian(s) with written notice of eligibility determination.</p> <p>If the student is found eligible for the APP, prepares and provides parent(s)/guardian(s) with a written plan detailing the type of acceleration the student will receive and strategies to support the student. ¹³</p> <p>If the student is not found eligible for the APP, provides parent(s)/guardian(s) with written notice of their right to appeal the eligibility determination, within five calendar days after receiving the determination, by submitting a written request to the Superintendent. ¹⁴</p>
Parent/Guardian	<p>If desired, within [insert number] calendar days after receiving written notice that student is not eligible for the APP, submits written appeal to the Superintendent.</p>
Superintendent	<p>Within [insert number] calendar days after receiving the written appeal request, reviews the case, and provides parent(s)/guardian(s) with written notice of his/her decision.</p> <p>The Superintendent's decision is final.</p>

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Automatic Enrollment in Advanced High School Coursework ¹⁵

Actor	Action
Student Services Director, Building Principal, or designee	<p>Identifies students who qualify for automatic enrollment in the "next most rigorous level of advanced coursework" (NMR) offered by the District, for the following school term, by</p>

The footnotes should be removed before the material is used.

¹² Convening a meeting with parents/guardians is not required, however, 105 ILCS 5/14A-32(a)(2) requires "a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians." A meeting logically allows the Evaluation Team to explain evaluation results, parent(s)/guardian(s) to ask questions and be heard, and all stakeholders to be involved in the eligibility determination. Delete this sentence if the district will not offer a meeting.

ISBE regulations define *multiple persons* as including, but not being limited to, "the student's parent or guardian, current teachers, district gifted coordinator or gifted education specialist, guidance counselor, principal, and school psychologist. 23 Ill.Admin.Code §227.60.

¹³ Optional. The APA permits but does not require this written plan. 105 ILCS 5/14A-32(b)(3).

¹⁴ Optional.

¹⁵ Required ~~only for districts with grades 9-12 by the fall of 2023~~. 105 ILCS 5/14A-32(a-5), ~~added by P.A. 101-654 and amended by P.A. 102-209. Delete for elementary school districts.~~ See f/n 10 in sample policy 6:135, *Accelerated Placement Program*, for further discussion of this requirement. Written notice to parents/guardians is not required but is a best practice to memorialize that automatic enrollment into the next level of advanced coursework and the option of alternative coursework were offered to qualified students.

Will be deleted for us

Actor	Action
	<p>reviewing State assessment results in English language arts, mathematics, and science.</p> <p>For English language arts, the NMR includes courses in English, social studies, humanities, or related subjects. ¹⁶</p> <p>For a student entering grade 12, the NMR in English language arts or mathematics must be a dual credit course (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an Advanced Placement course (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the NMR may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the District. ¹⁷</p> <p>Provides written notice to parent(s)/guardian(s) of a qualified student of the student's eligibility for automatic enrollment in the NMR level of advanced coursework offered by the high school that:</p> <ol style="list-style-type: none">1. Identifies the course(s) the student is eligible for, including the location and schedule, if known, of the course(s);2. Informs the parent(s)/guardian(s) of the option to instead enroll the student in alternative coursework that better aligns with the student's postsecondary education or career goals; ¹⁸3. Identifies the alternative coursework the student is eligible for, including the location and schedule, if known, of the alternative coursework; and4. Requests that the parent(s)/guardian(s) notify the District within [insert number] calendar days of their course enrollment decision.
Parent/Guardian	Provides the District with written notice of their course enrollment decision within [insert number] calendar days after receiving the written notice. ¹⁸

The footnotes should be removed before the material is used.

¹⁶ Id. at (a-5)(1).

¹⁷ 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. ~~Delete for elementary school districts.~~

¹⁸ 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209.

Will be deleted for us

Program Reporting, Review, and Expanded Access Plan

Actor	Action
Superintendent, Student Services Director, or designee	<p>Submits by July 31 each year to the Ill. State Board of Education (ISBE) through the Student Information System (SIS): ¹⁹</p> <ol style="list-style-type: none"> 1. Demographic information for each student participating in the APP; 2. Student participation in the APP; and 3. Type of APP placement. <p>Reviews disaggregated data on APP participation and successful completion rates to address gaps among demographic groups in accelerated placement opportunities. ²⁰</p> <p>Develops and, as necessary, updates, on or before 11-1-22, a plan to expand access to the APP and to ensure the teaching capacity necessary to meet any increased demand. ²¹</p>

DRAFT

The footnotes should be removed before the material is used.

¹⁹ 23 Ill. Admin.Code §227.60(b).

²⁰ Optional. 105 ILCS 5/14A-32(b)(5), ~~added by P.A. 101-654.~~

²¹ 105 ILCS 5/14A-32(d), ~~added by P.A. 101-654.~~

Instruction

Library Media Program¹

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to support classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.

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

¹ ISBE rule controls some aspects of this policy's content; however, districts are not required to adopt a policy on any subject matter covered in it. Standards #1-4 restate requirements in 23 Ill.Admin.Code §1.420(o). Standard #2 implements the rule's requirement that each "district's annual budget shall include an identifiable allocation for resources and supplies for the program." However, the rule allows a unit district serving fewer than 400 students or an elementary or high school district serving fewer than 200 students to forego the allocation requirement; thus, they may use the following alternative to standard #2: "Resources are sufficient to meet students' needs." Standards #5, ~~and #6, and #7~~ may be customized or deleted, and other standards may be added. For optional Standard #7, the American Library Association's (ALA) Library Bill of Rights includes the following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.
8. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

See <https://www.ala.org/advocacy/intfreedom/librarybill> and its interpretation for school libraries at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>. The ALA's interpretation of its *Library Bill of Rights* acknowledges that the educational level and program of the school necessarily shape the resources and services of a school library, but it states that the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries.

New language

6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

6-7. The program is guided by the principles of the American Library Association's Library Bill of Rights and its interpretation for school libraries.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, Uniform Grievance Procedure. ²

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a Library Media Resource Objection Form. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision. ³

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

DRAFT

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

² Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, Uniform Grievance Procedure.

³ The issue of school library book removals is an unsettled area of law that is often litigated; consult the board attorney for advice regarding challenges to school library books or other library resources. In the only U.S. Supreme Court case to address this issue, Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 852 (1982), the Court issued a plurality (not a majority) opinion finding a board could not remove books it had characterized as "anti-American, anti-Christian, anti-Semitic, and just plain filthy," if the removal was motivated by partisan or political reasons; to do so would violate students' Constitutional right to receive information and ideas. Four dissenting justices, however, disagreed that students have a right to receive information and ideas under the First Amendment and would have deferred to the judgment of the local school board.

Students

Administrative Procedure - Responding to Complaints About Library Media Resources

Actor	Action
Parents/Guardians, Employees, or Community Members	Submits any feedback or complaints about the District’s library media resources to the Building Principal, using 6:230-AP, E, <i>Library Media Resource Objection Form</i> .
Building Principal	<p>Directs any parent/guardian, employee, or community member wishing to submit formal feedback or a complaint regarding the District’s library media resources to complete 6:230-AP, E, <i>Library Media Resource Objection Form</i>.</p> <p>If the complaint alleges a violation of law or board policy, refers the complaint to the District Complaint Manager for processing under Board policy 2:260, <i>Uniform Grievance Procedure</i>.</p> <p>Transmits the <i>Library Media Resource Objection Form</i> to the Superintendent or designee for further action.</p>
Superintendent, in consultation with the School Librarian	<p>Determines on a case-by-case basis what action, if any, will be taken in response to a complaint about a library media resource. In making a determination, considers whether the library media resource is aligned with the criteria set forth in Board policy 6:230, <i>Library Media Program</i>, specifically, does the resource in question:</p> <ol style="list-style-type: none"> 1. Supplement classroom instruction 2. Foster reading for pleasure 3. Enhance information literacy 4. Support research 5. Align with the principles of the American Library Association’s <i>Library Bill of Rights</i> regarding selection of materials, which include: <ol style="list-style-type: none"> a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. <p>Consults with the Board Attorney regarding responses to complaints about library resources.</p> <p>Prepares and sends a written response to the person who submitted the <i>Library Media Resource Objection Form</i>, informing the person of the District’s decision.</p> <p>Notes on the <i>Library Media Resource Objection Form</i> the date on which the response was provided and attaches the response to the form.</p>

New exhibit

Instruction

Exhibit - Library Media Resource Objection Form

Use this form to submit feedback and/or complaints about the District's library media resources. Please complete this form and return it to the Building Principal, who will submit it to the Superintendent or designee. Please print.

Book/Library Resource Title

School

Please explain why you object to this library resource and state your desired outcome, if any. Please be specific.

Complainant name (please print)

Telephone

Email Address

Complainant represents:

- Student Parent/guardian of student
 Other

Complainant address

Complainant signature

Date

Completed by the Superintendent or designee.

Written response provided to Complainant on: _____ (attach response to this form)

Superintendent or Designee Signature

Date

Students

Exhibit - Resource Guide for Bullying Prevention

General Resources

Safe2Help Illinois:

www.safe2helpil.com/

ISBE's Ill. State Board of Education School Bullying Prevention Task Force Report:

www.isbe.net/Documents/SBPTF/sbptf_report_030111.pdf
www.isbe.net/Documents/sbptf_report_030111.pdf

Resources section of the website managed by the U.S. Department of Health & Human Services:

www.stopbullying.gov

Bullying in Schools - Cops – U.S. Department of Justice:

<https://cops.usdoj.gov/RIC/Publications/cops-w0018-pub.pdf>

Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):

www.pbis.org www.pbis.org/school/default.aspx

Social and Emotional Learning Standards:

www.isbe.net/Documents/SEL-Standards.pdf
www.isbe.net/Pages/Social-Emotional-Learning-Standards.aspx

Dignity in Schools:

<http://dignityinschools.org/take-action/model-school-code/>

Illinois Balanced and Restorative Justice:

<https://ibarj.org/>

Conditions for Development and Learning; Data Collection Resources

Centers for Disease Control and Prevention (CDC)'s *Measuring Bullying Victimization, Perpetration, and Bystander Experiences: A Compendium of Assessment Tools:*

<https://www.cdc.gov/violenceprevention/pdf/bullycompendium-a.pdf>

Safe Supportive Learning's School Climate *Survey Measurement* Compendium:

<https://safesupportivelearning.ed.gov/topic-research/school-climate-measurement/school-climate-survey-compendium>
<https://safesupportivelearning.ed.gov/index.php?id=133>

PBIS:

www.pbis.org/school/default.aspx

CDC's *Youth Violence: Measuring Violence-Related Attitudes, Behaviors, and Influences Among Youths: A Compendium of Assessment Tools - Second Edition*:

https://www.cdc.gov/violenceprevention/pdf/yv_compendium.pdf

CDC's *Intimate Partner Violence and Sexual Violence Victimization Assessment Instruments for Use in Healthcare Settings, Version 1*:

<https://www.cdc.gov/violenceprevention/pdf/ipv/ipvandsvscreening.pdf>

World Health Organization's *Information Series on School Health's Document 10, Creating an Environment for Emotional and Social Well-Being: an important responsibility of a health promoting and child-friendly school*.

https://apps.who.int/iris/handle/10665/42819www.who.int/school_youth_health/media/en/sch-childfriendly_03_v2.pdf

Rachel's Challenge:

<https://rachelschallenge.org>

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Students

Exhibit - Be a Hero by Reporting Bullying

Who reports?	YOU, if you have information about bullying, harassment, and/or a threat of one of these actions. It doesn't matter whether you are the target of bullying or think someone is being bullied, please report it!
What do I report?	<p>Any activity that targets someone to be hurt <u>in any way</u>. Bullying, harassment, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property.</p> <p>Bullying, harassment, and threats may occur almost anywhere students go – in school buildings, on school grounds or busses, <u>or</u> at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.</p>
When should I report?	As soon as possible.
Where or how do I report?	<p>Tell any school staff member. You may do this in person, by phone, <u>or</u> by email. You may be asked to complete 7:180-API, E5, <i>Report Form for Bullying</i>.</p> <p>You may make an anonymous tip.</p>
Why should I report?	Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying.
What will happen after I report?	<p>An Administrator will:</p> <ol style="list-style-type: none"> 1. Acknowledge and review your report. 2. Treat your report with privacy and respect its sensitive nature. 3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide you with feedback, if appropriate.

minimal

Students

Exhibit - Memo to Staff Regarding Bullying

On District *or* School Letterhead

Date

Re: Bullying

All staff members:

Please join me in stopping and preventing student bullying in our school. The purpose of this letter is to introduce you to our three-pronged approach that will help accomplish this goal.

First - If a student reports bullying to you, respond immediately and with compassion. Ask for the basic facts (who-what-when-where). Refer the report to my office. Give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

Second - Provide me your feedback and concerns. Do you know of any bullying *hot spots* that need additional supervision or monitoring? Are there known bullies or targets of bullying?

Third - Intervene immediately to stop a bullying incident. When teachers or adults ignore bullying, students interpret it as acceptable behavior. Immediately contact administration and building security or law enforcement if the incident involves a weapon or other illegal activity.

Bullying is defined in School Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, as follows:

Bullying 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.
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, ~~intimidation, and/or harassment~~ 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.

The Board's entire policy may be found on the District's website. Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Students

Exhibit - Memo to Parents/Guardians Regarding Bullying

On District *or School* Letterhead

Date

Re: Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

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 is an important District goal.

Bullying is defined as follows:

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*. I will inform you whenever your child is involved in a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether ~~he or she is~~ they are being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

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Students

Exhibit - Report Form for Bullying

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name: _____ Date: _____

Student Parent Staff Other

Indicate here if you prefer to remain anonymous: Yes No

Are you the target of the bullying that you are reporting: Yes No

Date of incident: _____ Time of incident: _____

Person(s) being reported as targets of bullying:

Name: _____ Student Staff

Name: _____ Student Staff

Name: _____ Student Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Person(s) who witnessed the bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Was the incident based on any of these characteristics? (Check all that apply).

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Gender-related expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Age | <input type="checkbox"/> Religion | <input type="checkbox"/> Physical disability |

- Mental disability Order of protection status Homeless status
 Marital status Parental status
 Associated with person/group with one or more of the above actual or perceived characteristics
 Other _____
 I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

- Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
 Written communication (e.g., handwritten notes, other written documents, email, etc.)
 Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
 Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
 Social (e.g., purposeful exclusion, causing psychological harm, etc.)
 Items depicting implied hatred or prejudice were worn, possessed or displayed
 Other (please explain): _____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

- Classroom Locker room
 Hallway Extracurricular activity
 Cafeteria Bus
 Restroom Bus stop
 Gym School or related activity or event
 Other: _____

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

The above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

5 year review
minimal language update

Students

Exhibit - Interview Form for Bullying Investigation

To be completed by the Building Principal or designee to obtain information about a bullying report. Use this form as a coversheet for each person interviewed during the investigation.

Name of person interviewed: _____ Date: _____

Name of interviewer: _____ Title: _____

Instructions for Interviewer

1. Protect the identity of the student who reports. Begin a prompt, thorough and impartial investigation by interviewing witnesses separately in a private location with a school colleague present (not the school resource officer). Use the **Questions** section below to guide your notes while you interview the person listed above. Attach to 7:180-API, E7, *Response to Bullying*.
2. Make your notes on a separate document and attach them to this form.
3. Review and preserve any videos, photos, screenshots or other physical evidence and label it.
4. File this form, notes, and any other evidence provided in a designated investigation and response folder.
5. Use this form to complete 7:180-API, E7, *Response to Bullying*.
6. Create a *Basic Facts* section, i.e., who, what, where, when, why and how.
7. Record the actions and behavior that were experienced or observed (follow-up with leading questions to complete the description of what happened and its consequences, if necessary).
8. Include open-ended questions. For example, ask "How are you feeling?" "How has what happened affected you?"

Questions

1. Has this happened before?
2. Do you fear for your safety? How? Where (at school, home, or both places)?
3. Do you fear that harm would come to any of your personal property? How?
4. Age in a developmentally appropriate manner, ask whether the target's health (physical, emotional, and/or mental) has been affected. How (seen by a doctor, missing school)?
5. Has your academic performance been affected? How (increase in tardiness/absences, grades going down, missed assignments)?
6. Have you quit or modified attendance in any extracurricular activities?
7. Have you changed any of your usual routines at school (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)?
8. Why do you think this behavior is happening?
9. What will help make you feel safe?

5 year Review
Minimal Language Update

Students

Exhibit - Response to Bullying

To be completed by the Building Principal and attached as a coversheet for the school office's designated bullying report investigation and response folder. Place a copy of the completed coversheet only (not attachments) in each listed student's temporary school student record. Redact all student names other than the student's name for which the record pertains.

Investigator: _____ Title: _____

Investigation

File an interview form for each party interviewed in the designated investigation and response folder.

Check here to indicate that all interview forms have been properly completed and filed.

Target: _____ Date: _____

Aggressor: _____ Date: _____

Witnesses: _____ Date: _____

_____ Date: _____

_____ Date: _____

Are there any prior documented incidents by the aggressor identified above? Yes No (Attach information)

If yes, have incidents involved target or target group previously? Yes No

Findings

Bullying Other: _____

Aggressor motivated by protected characteristics listed in policy 7:20, Harassment of Students Prohibited.

Bullying Investigation Response

Response and Plan for Target (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____

Circle contact method: Phone Email Letter In-person Other: _____

Safety plan: _____

Increase staff supervision: _____

Education: _____

Minimize contact with aggressor: _____

District resources: (Student Services/IDEA/504) _____

Other: _____ Date and initial completed: _____

Target follow-up scheduled date: _____ Date and initial completed: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Provide parent/guardian with copies of Board policies 2:260 and 7:180. Date: _____

Response and Plan for Aggressor (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____

Circle contact method: Phone Email Letter In-person Other: _____

7:190-E1; *Aggressive Behavior Reporting Letter and Form* sent Date: _____

Provide parent/guardian with copies of Board policies 2:260 and 7:180 Date: _____

Restorative Responses

Safety plan: _____

Increase staff supervision: _____

Education: _____

Non-District affiliated psychological services: _____

Alternative school assignment: _____

Minimize contact with target: _____

District resources (Student Services/IDEA/504): _____

Other: _____

Punitive Responses

Loss of privileges: _____

Detention: _____

Suspension: _____

Expulsion: _____

Community agency service: _____

Reciprocal Reporting Act utilized: Yes No _____

Report to School Resource Officer/Law Enforcement: _____

Other: _____

Aggressor follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

7:180-AP1, E7

Parent/guardian follow-up date: _____ Date and initial completed: _____

Circle contact method: Phone Email Letter In-person Other: _____

Contact District complaint manager: _____ Date: _____

Target response implementation: _____

Aggressor response implementation: _____

Systemic culture/climate intervention: _____

Referral to address needs for ideal conditions for developmental learning: _____

Other: _____

Submit reports to: Building Principal (if not the investigator) Date: _____

Superintendent Date: _____

Signature of investigator: _____ Date: _____

DRAFT

Students

Exhibit - Memo to Parents/Guardians Regarding Teen Dating Violence

On District *or School* letterhead

Date

Re: Teen Dating Violence

Dear Parents/Guardians:

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of School Board policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *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.

Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. I have asked our school staff members to respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

Finally, I have directed staff members to intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidences of bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and *put-downs*. Does one individual in the relationship call the other person names? Does *they or she* use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act overly jealous when the other talks to peers? Does one *person-individual* accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does *they or she* have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one *person-individual* call, text message, or check up on the other constantly? Does *they or she* demand to know the other person's plans or with whom the other person was with?

- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does ~~they or she~~ throw things – or break things – when angry? Does one ~~person~~ individual in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? ~~Has he or she~~ Have they lost or gained weight? Have ~~his or her~~ their grades dropped? Does ~~they or she~~ seem depressed?
- Injuries. Does one ~~person~~ individual in the relationship have unexplained injuries, or does ~~they or she~~ give explanations that don't make sense?
- Quick Progression. Did the relationship get serious very quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html> www.cdc.gov/injury/features/dating-violence/index.html

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Students

Student Handbook - Hazing Prohibited ¹

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. ²

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or ³
2. Expulsion for the remainder of the school term. ⁴

The footnotes should be removed before the material is used.

¹ State or federal law controls this student handbook provision's content. This provision concerns an area in which the law is unsettled in that a school's authority to discipline a student for off-campus hazing is unclear and highly fact-sensitive.

The district itself may be liable for a civil rights violation when school officials participate in hazing rituals. Hilton v. Lincoln-Way High Sch., 1998 WL 26174 (N.D. Ill. 1998) (female band member, who was hazed during a required retreat, stated a cause of action under §1983).

A district must identify a connection between a student's off-campus misconduct and the school before it may suspend or expel a student. In a case involving an off-campus powder puff football game that evolved into senior girls physically hazing junior girls, the federal judge upheld a school's authority to discipline students, saying: "When one set of students sets to prey upon another set of students in a ritualistic exercise, the consequences of which will necessarily effect the students' relationships while they are all in attendance at the same school, the ability of school officials to act in the area and discipline those who went beyond the pale of tolerable student behavior is manifest." Gendelman v. Glenbrook North High Sch. and Northfield Twp. Sch. Dist. 225, 2003 WL 21209880 (N.D. Ill. 2003). In that case, the school handbook expressly prohibited hazing and harassment; this prohibition was not limited to school sponsored events.

Schools have greater latitude to remove students from extracurricular participation than to suspend or expel them from school. See sample policy 7:240, Conduct Code for Participation in Extracurricular Activities and its discussion of court cases in f/n 3.

School employees who observe hazing that results in bodily injury to a student must report it to the building principal or superintendent; see sample policy 5:90, Abused and Neglected Child Reporting.

² According to Illinois criminal law, a person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person, (720 ILCS 5/12C-50(a)). Hazing is a Class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony. 720 ILCS 5/12C-50(b). People v. Rokita, 148 Ill.2d 15 (1992)(hazing statute was not overbroad by punishing constitutionally protected speech because it reached only conduct that recklessly, knowing, or intentionally results in bodily injury).

³ See sample policy 7:200, Suspension Procedures, for further information concerning student suspension.

⁴ See sample policy 7:210, Expulsion Procedures, for further information concerning student expulsion.

Students

Administrative Procedure - Guidelines for Investigating Sexting Allegations

Establishing procedures with local law enforcement agencies and State's attorneys to investigate allegations of sexting protects the District, its staff and its students from the broad legal implications that sexting allegations present. This administrative procedure contains three sections:

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting Allegations
3. Investigation and Management of Sexting Allegations

Glossary of Terms

Electronic device: any type of electronic communication device, defined [in the Juvenile Court Act of 1987](#) at 705 ILCS 405/3-40(a). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see www.thesaurus.com, listing cellular and wireless telephones as synonyms). For more discussion, see f/n 3 in administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*.

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. For purposes of this procedure, it also includes:

1. Indecent visual depiction, which under the Juvenile Court Act of 1987 means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed **genitals**, pubic area, buttocks, or, if such person is female,¹ a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts)), or
2. Non-consensual dissemination of private sexual images, which under the Criminal Code of 2012 is a crime that is committed when a person:
 - a. intentionally disseminates an image of another person:
 - i. who is at least 18 years of age; and
 - ii. who is identifiable from the image itself or information displayed in connection with the image; and
 - iii. who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
 - b. obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
 - c. knows or should have known that the person in the image has not consented to the dissemination (720 ILCS 5/11-23.5(b)).

The footnotes should be removed before the material is used.

¹ 705 ILCS 405/3-40(a) assumes sex is binary and does not address transgender females or individuals who identify as nonbinary. Consult the board attorney about this definition if an involved student is transgender or nonbinary.

This section identifies best practices to create guidelines for investigating sexting at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State's attorneys to minimize the potential legal implications for students and administrators that managing sexting in school presents. Customize the procedure to each District's specific needs.

Actor	Action
<p>Superintendent or designee</p>	<p>Convene a meeting with the Board Attorney, local law enforcement agencies, and State's attorney to determine best practices and procedures for investigating sexting in the District. Use the Investigation and Management of Sexting Allegations section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary.</p> <p>Ask the Board Attorney to provide direction about searching student owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the Investigation and Management of Sexting Allegations section (see below).</p> <p>Searching electronic devices involves Fourth Amendment search and seizure and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves this issue. Note: See <i>Searching and Seizing Computers and Obtaining Electronic Evidence Manual</i> (Sept. 2009), Chapter 3, The Stored Communication Act, at: https://www.justice.gov/file/442111/download www.justice.gov/sites/default/files/eriminal-eeips/legacy/2015/01/14/ssmanual2009.pdf, and Orin S. Kerr, <i>A User's Guide to the Stored Communications Act, and a Legislator's Guide to Amending It</i>, <i>George Washington Law Review</i> (Aug. 2004), at: courses.ischool.berkeley.edu/i205/s10/readings/week10/kerr-storedcomm.pdf.</p> <p>Identify and list all State's attorneys and local law enforcement agencies with jurisdiction over the District's boundaries. Provide this list to all Building Principals in the District.</p> <p>Provide the local State's attorney offices and law enforcement agencies with an annual list of school buildings and the names of each building's administrators that are located within their jurisdictions.</p> <p>Invite local State's attorney offices and law enforcement agencies to meet with District school officials to provide input on how the District should manage sexting.</p> <p>Add an agenda item about sexting to a Parent Teacher Advisory Committee meeting (see policy 2:150, <i>Committees</i>). Include information from</p>

discussions with State’s attorneys and local law enforcement about the issue. Discuss local considerations for:

1. Disciplinary actions and consequences in response to sexting; and
2. Sexting education and prevention efforts.

Consider adding information about the negative consequences of sexting to the District’s sex education curriculum. See, U.S. Dept. of Justice (DOJ) Guide titled *Citizen’s Guide to United States Federal Child Exploitation and Obscenity Laws*, at: www.justice.gov/criminal-ceos/citizens-guide-us-federal-child-exploitation-and-obscenity-laws; MTV’s four-part series titled *Sexting in America: When Privates Go Public*, available at: www.mtv.com/news/1631123/mtv-news-sexting-in-america-when-privates-go-public-premieres-on-valentines-day/.

Consider adding the above resources to 4:170-AP2, E4, *Exhibit-Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting*.

Convene a meeting with Building Principals to inform them of the District’s Investigation and Management of Sexting Allegations procedures (see below).

Raise awareness of and increase educational opportunities about sexting as necessary. Follow the Parent Teacher Advisory Committee’s recommendations for providing sexting education and prevention efforts.² Invite the local State’s attorney and local law enforcement to participate in the District’s education and prevention efforts.

Building Principals	Educate building staff members about the procedures for Investigation and Management of Sexting Allegations (see below). Follow the Investigation and Management of Sexting Allegations.
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Investigation and Management of Sexting Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting allegation investigations.

Actor	Action
Building Principal or designee	<p>Step 1: Investigate</p> <p>Determine where actions took place.</p> <p>Contact parents/guardians of all students involved.</p> <p>Contact the Superintendent and request permission to contact the Board Attorney.</p> <p>Step 2: Isolate Evidence / Confiscate Device</p>

The footnotes should be removed before the material is used.

² If a district offers the National Sex Education Standards (NSES), any recommendations should align with NSES. See sample policy 6:60, *Curriculum Content*, and its fn 34.

Actor	Action
	<p>NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See 720 ILCS 5/11-20.1 <u>et seq.</u>, 720 ILCS 5/11-23.5(c) (provides an exception on transfer of an image for a lawful purpose), and 18 U.S.C. §§2251, 2252, and 2252A). Also see the DOJ's Child Exploitation and Obscenity Section discussing child pornography issues, available at: www.justice.gov/criminal-ceos.</p> <p>Contact the Board Attorney for guidance to determine whether to involve local law enforcement or manage the situation within the District's disciplinary policy.</p> <p>See Joshua D. Herman, <i>Criminal Law. Sexting: It's No Joke, It's a Crime</i>. Illinois Bar Journal, Volume 98, No. 4, P. 192 at f/n 42 (published April 2010), at: www.isba.org/ibj/2010/04/criminallaw, (quoting an attorney in the Ill. Attorney General's High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a "kilo of cocaine.")</p> <p>Follow Board policy 7:140, <i>Search and Seizure</i> and 7:150-AP, <i>Agency and Police Interviews</i>.</p> <p>Follow the Board Attorney's direction regarding searches of student owned technological devices. See Preparation of Guidelines for Investigating Sexting Allegations (above).</p> <p>Step 3: Follow the reporting requirements of Board policy 5:90, <i>Abused and Neglected Child Reporting, when applicable</i></p> <p>A <i>sexted</i> image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See 325 ILCS 5/3 and 705 ILCS 405/2-3(2) which includes sex offenses defined at 720 ILCS 5/1-1 <u>et seq.</u> School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor (325 ILCS 5/4(m)) and face suspension or revocation of their licenses, endorsements, or approvals (105 ILCS 5/21B-75, amended by P.A.s 101-531 and 102-552 <u>and 102-702, eff. 7-1-23</u>).</p> <p>Step 4: Determine appropriate disciplinary actions for all students involved in the incident</p> <p>Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private. As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.</p>

Actor	Action
	<p>Provide an equivalent discipline to all students involved in the creation, dissemination and storage of the sexted image, whenever possible.</p> <p>See Sorenen, Vitale, and Haase, <i>Sexting at School: Lessons Learned the Hard Way</i>. National School Board Association, Council of School Attorney's Inquiry & Analysis, f/n 40 (published February 2010), and available at: http://kycss.org/ns/wp-content/uploads/2020/11/SSI-Sexting-Handout-NSBA-Sexting-at-School-Lessons-Learned-the-Hard-Way.pdf. It discusses several sex equality claims against school districts for punishing students differently when they are involved in the same incident.</p> <p>For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.</p> <p>Step 5: Prepare a plan to prevent harassment and bullying of involved students</p> <p>Remind the students and their parents/guardians of the Board policies 7:20, <i>Harassment of Students Prohibited</i>; 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>; and 7:185, <i>Teen Dating Violence Prohibited</i>.</p> <p>Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.</p> <p>Consider involving the social worker or school counselor, if available, in the process to assist students.</p> <p>Follow 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>, for students who violate the policy.</p>

Community Relations

Community Use of School Facilities ¹

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures. ²

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

¹ State or federal law controls this policy's content. If a board wants to allow community organizations to use school facilities, it must adopt a policy. (105 ILCS 5/10-20.4 ~~10~~). The policy must "prohibit such use if it interferes with any school functions or the safety of students or school personnel or affects the property or liability of the school district." This policy may be implemented using 8:20-E, ~~Exhibit~~ *Application and Procedures for Use of School Facilities*. A board should discuss the implications of any access to school facilities policy with its attorney.

This policy concerns an area that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution's Free Speech and Equal Protection Clauses, as well as the federal Equal Access Act, are triggered. As a general rule, school officials can avoid constitutional problems and still open facilities to community groups by treating requests to use school facilities according to uniform rules that do not discriminate against a group on the basis of its viewpoint.

~~Of course, a~~ board may avoid constitutional controversy over community use of its facilities by refusing to permit such use by all non-school groups (thereby creating a closed forum). A board may also avoid triggering the constitutional clauses and the Equal Access Act by allowing all non-school groups to use ~~of~~ its facilities (thereby creating an open forum). If the board creates an open forum, it may still impose reasonable time, place, and manner restrictions on the use as long as the restrictions are the same for all groups. However, practically speaking, it is difficult for a board to either completely close its facilities to non-school groups or to open its facilities to all non-school groups. Most boards decide to create a limited open forum.

This policy creates a limited open public forum by allowing public use of school facilities provided the use is consistent with the public interest. See *Widmar v. Vincent*, 454 U.S. 263 (1981). A public school district may not discriminate on the basis of a group's purpose, message, or goal. Thus, any restrictions on the use by non-school groups must not discriminate against speech on the basis of viewpoint. *Lamb's Chapel v. Center Moriches Union Free School District*, ~~413 S.Ct. 2141~~ 508 U.S. 384 (1993); *Good News Club v. Milford Central School*, ~~421 S.Ct. 2093~~ 533 U.S. 98 (2001). A board must show neutrality to all viewpoints.

A board runs afoul of showing viewpoint neutrality if it prohibits single sex youth organizations, even those that discriminate against homosexuals, to use school facilities. Note the U.S. Supreme Court refused to apply the N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scout's freedom of expressive association. *Boy Scouts of America v. Dale*, ~~420 S.Ct. 2446~~ 530 U.S. 640 (2000).

This constitutional jurisprudence was codified as the Boy Scouts of America Equal Access Act, (20 U.S.C. §7905). Schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group "for reasons based on membership or leadership criteria or oath of allegiance to God and country."

See sample policy 7:330, *Student Use of Buildings - Equal Access*, for a discussion of the Equal Access Act, 20 U.S.C. §4071 *et seq.*

² However, at the request of election officers, any publicly owned building must be made available for use as a polling place. (10 ILCS 5/11-4.1 ~~and 5/19-2.2~~). For the day of the election, a school district is encouraged to (a) close the school, or (b) hold a teachers institute on that day with students not in attendance. (10 ILCS 5/11-4.1 ~~amended by P.A. 98-773~~). Election officers must place markers 100 horizontal feet from a polling room's voter entrance and, if the 100 feet marker ends within the building's interior, the markers must be placed outside of the building at each entrance used by voters. The area within where the markers are placed is a campaign free zone where electioneering is prohibited. The area on polling place property beyond the campaign free zone is a public forum for the time that the polls are open on an election day and may be used for campaigning and to place temporary signs. (~~Id.~~ 10 ILCS 5-17-29). A child sex offender is permitted to vote early or by absentee ballot when his or her polling place is a school. (10 ILCS 5/11-4.1).

Persons on school premises must abide by the District's conduct rules at all times.³

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours.⁴ Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time.⁵ A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: [Boy Scouts of America Equal Access Act](#), 20 U.S.C. §7905, [Boy Scouts of America Equal Access Act](#).
10 ILCS 5/11-4.19-2.2, [Election Code](#).
105 ILCS 5/10-20.410, 5/10-22.10, and 5/29-3.5.
[Good News Club v. Milford Central School](#), [121 S.Ct. 2093](#) [533 U.S. 98](#) (2001).
[Lamb's Chapel v. Center Moriches Union Free School District](#), [113 S.Ct. 2141](#) [508 U.S. 384](#) (1993).
[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Buildings - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

DRAFT

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

³ See [sample](#) policy 8:30, *Visitors to and Conduct on School Property*.

⁴ The decisions concerning facility-use fees are at the local board's discretion. However, the general rule applies: school officials can avoid constitutional problems by treating requests to use school facilities according to uniform rules that do not discriminate against a group on the basis of its viewpoint.

⁵ This option adds an additional restriction: "Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain."

This option recognizes that districts should require bodily injury liability insurance and property damage liability in specified amounts as recommended by the district's own insurance carrier: "All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an *additional insured* or otherwise show proof of insurance."