

AGENDA
The First Meeting of the Month of August
of the Board of Education of Township High School District 214
will be held on Wednesday, August 5, 2020
in Room D100/101 of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:30 a.m.

- I. CALL TO ORDER
President Petro
- II. ROLL CALL
Mrs. Knoepfle
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
Regular Meeting of July 9, 2020
Closed Session Meeting of July 9, 2020
- V. SUPERINTENDENT’S REPORT
Freedom of Information Act Report
- VI. PUBLIC COMMENTS
- VII. CONSENT CALENDAR
 - 2020-108 Accounts Payable
 - 2020-109 Personnel Transaction Report
 - 2020-110 Destruction of Closed Minutes Audio Recordings
 - 2020-111 Board of Education Policy Revisions – PRESS Edition
 - 2020-112 New Job Description
- VIII. ACTION ITEM (The public may comment on each item after Board discussion.)
2020-113 Personnel Transaction Report II
- IX. DISCUSSION ITEM (The public may comment on each item after Board discussion.)
2020-114 Remote and Blended Remote Learning Plan Update
- X. ADJOURNMENT

MINUTES

The Minutes of the First Regular Meeting
of the Month of July of the Board of Education
Township High School District 214 held on July 9, 2020
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:02 p.m.

President Petro called the meeting to order at 7:02 p.m. and J. Laskowski called the roll. The following members were present:

William Dussling	Vice President
Mark Hineman	Member
Alva Kreutzer	Member
Mildred Palmer	Member
Dan Petro	President
Leonard Walker	Member
Todd Younger	Member

Absent at roll call:

None

Also present at the meeting were: D. Schuler, superintendent; K. Kraft, associate superintendent for human resources; L. Lopez, associate superintendent for teaching and learning; M. Johnson, assistant superintendent for student services; J. Wardle, principal, BGHS; G. Minter, principal, PHS; E. Hart, principal, RMHS; J. Cook, principal, WHS; K. Rogers, principal, specialized programs; E. Brooks, assistant director of community engagement and outreach; M. Knight, director of academic programs and pathways; J. Laskowski, executive administrative assistant to the superintendent; P. Mogge, director of community engagement and outreach; J. O'Neal, associate principal, The Academy & life; A. Senteno, Associate Principal, EGHS; T. Schlorff, director of instructional technology and technology services; S. Scholten, associate principal, Vanguard; C. Uhle, director of administrative services, staff members; parents; students; and citizens.

1. SECRETARY PRO TEM

D. Schuler recommended that J. Laskowski serve as secretary pro tem in the absence of C. Johnson, Board secretary.

It was moved by Kreutzer and seconded by Dussling that J. Laskowski serve as secretary pro tem for the meeting.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro

Nays: None

2. PLEDGE OF ALLEGIANCE

President Petro led the Board and audience in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

It was moved by Kreutzer and seconded by Palmer that the Board of Education approve the minutes of the Special Meeting of June 11, 2020, the Regular Meeting of June 11, 2020 and the Closed Session of June 11, 2020.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro

Nays: None

4. SUPERINTENDENT'S REPORT

D. Schuler reported that the district responded to the following Freedom of Information Act requests consistent with Illinois School Code:

- J. Naughton requested student information and SRO data.
- C. Dennert requested operational information regarding Buffalo Grove High School.
- G. Mendez requested financial and bid information, along with project correspondence.
- T. Asta requested personnel information.

D. Schuler reported that we would be sharing our Back to School plan by the middle of next week.

The following staff members were recognized and thanked for their years of service to the district prior to their retirement at the end of the 2019-20 school year:

Joan Dabe	Technology Assistant - Library
Deborah Oshita	Technology Assistant - Help Desk & Lab
Ourania Pelegris	Division Assistant
Michael Tice	RTI Facilitator
Caroline Wootton	Technology Assistant - Help Desk
Rodney Dabe	Campus Security
Joseph Koski	Resource Assistant
Susan Montemayor	Resource Assistant
Robert Ray	Campus Security
David Toler	PE Area Assistant - Aquatics
Jay Benz	Lead Custodian - 2nd Shift
Pam Burkhardt	Facilities Assistant
Teresa Malkowski	Purchasing/Payables Clerk
Gene Mayeda	Production Specialist
Steven Barr	Special Education Teacher
Oscar Acevedo	Buildings & Grounds Supervisor
Teresa Buczinsky	English Teacher
Sandra Ghilarducci	Administrative Assistant I
Michael Grasse	Math/Science Teacher
Nancy O'Neill	Administrative Assistant II
Denise Nitz	Administrative Assistant III
Linda Scolaro	World Languages Teacher

Barbara Shaffer	Art Teacher
Michael Stokes	Special Education Teacher
Katherine Wilk	Health Clerk
Garry Latas	Buildings & Grounds Supervisor
Annette Ambrus	Campus Security
Margaret Christiansen	World Languages Teacher
Judith Kraus	Campus Security
Carol Levin	Special Education Teacher
Steve May	Assistant Principal
Patricia Misichko	Attendance Assistant
Thomas Scotese	Assistant Principal
James Gumz	Campus Security

D. Schuler provided an update on our D214 Cares Campaign. The campaign has raised in excess of \$90,000 with significant contributions from the community, alumni and staff. Many new donors were part of this campaign. The Foundation worked closely with counselors within the buildings to identify students and families in need of immediate assistance, usually providing \$250 in WalMart gift cards. Some money was also provided for rent/mortgage assistance, utility bills, car repairs, dual credit and more. The D214 Cares Campaign has helped more than 260 families so far. There is still an opportunity to "adopt a family" for \$250, which covers the cost of an e-gift card that would be sent to a family. Giving is online at www.214foundation.org

D. Schuler provided a logistics update on this evening's meeting. With the current guidelines in place for a maximum gathering of up to 50 people, attendance will be monitored at the meeting to not exceed room capacity of 50 individuals. If additional people arrive, they will be able to attend the meeting through live casting audio into the theater and, if necessary, the field house.

D. Petro stated that on behalf of the Board the appreciation for the service and commitment of the retirees, and he thanked them for their service and what they have done to make this District a great place to learn and work. He wished them all the best.

5. PUBLIC COMMENTS

Brian Lee, Lillie Blackmon, Diana Cappelen and Miles Osei, District 214 staff members, addressed the Board regarding racial equity, presenting a manifesto to the Board.

Tessa Constantine, D214 alumni, addressed the Board regarding a DEI Director Position.

Jeongmin Lee, District 214 student, addressed the Board regarding racial equity.

Jim Naughton, District 214 alumni, addressed the Board regarding racial equity.

Kaylyn Ahn, District 214 student, addressed the Board regarding racial equity.

Georgeena Mathai, District 214 student, addressed the Board regarding the student dress code.

Effie Kalkounos, District 214 staff member, addressed the Board regarding community betterment.

6. BOARD MEMBER UPDATES

There were no Board member updates.

7. APPROVE CONSENT CALENDAR 2020-101 through 2020-105

Items 2020-101 through 2020-105 appearing on the Consent Calendar were presented for the Board's consideration.

It was moved by Kreutzer and seconded by Dussling that the Board of Education approve Items 2020-101 through 2020-105 appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro
Nayes: None

A. Approve Accounts Payable 2020-101

Actual June 18, 2020 listing:	
Educational Fund Listing	\$2,426,494.61
Operations and Maintenance	456,579.04
Transportation Fund	1,254,203.20
Capital Projects	454,498.72
TOTAL	<u>\$4,591,775.57</u>

Checks Dated: June 18, 2020
Check Numbers: 734552 through 734815

Transfers Dated June 1-30, 2020 listing:	
Educational Fund Listing	\$9,567,500.69
Operations and Maintenance	102,252.71
Debt Service	1,185.67
TOTAL	<u>\$9,670,939.07</u>

Actual June 30, 2020 listing:	
Educational Fund Listing	\$993,880.79
Operations and Maintenance	2,629,404.43
Transportation Fund	408,119.55
Capital Projects	1,878,053.93
TOTAL	<u>\$5,909,458.70</u>

Checks Dated: June 30, 2020
Check Numbers: 734825 through 737016

B. Personnel Transaction Report 2020-102

Approved Personnel Transaction Report attached to these minutes.

C. Destruction of Closed Meeting Audio Recordings 2020-103

Approved the destruction of closed session audio recordings for the following meetings:
December 13, 2018

D. Appointment of District Activity Fund Signatories

2020-104

Approved the designation of the following persons as authorized signatories of activity checks effective July 1, 2020 and direct that appropriate bonding be acquired:

Buffalo Grove High School Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Jeffrey Wardle, Principal
F. Robert Hartwig, Associate Principal
Mark Schaetzlein, Assistant Principal

Elk Grove High School Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Paul Kelly, Principal
Kyle Burritt, Associate Principal
Jacquelyn Randall, Assistant Principal

John Hersey High School Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Gordon J. Sisson, Principal
Joseph Krajacic, Associate Principal
John Novak, Assistant Principal

Prospect High School Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Gregory Minter, Principal
Kara Kendrick, Associate Principal
Frank Mirandola, Assistant Principal

Rolling Meadows High School Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Eileen Hart, Principal
Nathan Aslinger, Associate Principal
Lisa DaRocha, Assistant Principal

Wheeling High School Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Jerry Cook, Principal
Henry Brown, Associate Principal
Donald Rowley, Assistant Principal

District Cathy Johnson, Associate Superintendent for Finance and Operations
Sherry L. Koerner, Director of Business Services
Christopher Uhle, Director for Administrative Services

E. Weight Room Equipment for Wheeling High School – Bid

2020-105

Accepted the bids totaling \$105,333.40 for the purchase of fitness room equipment for Wheeling High School.

<u>Vendor</u>	<u>Racks & Benches</u>	<u>Small Equipment</u>
Direct Fitness Solutions (Chicago, IL)	\$73,696.00	\$37,065.08
The Fitness Connection (Elgin, IL)	\$69,995.00 *	\$31,637.40
BSN Sports (Dallas, TX)	\$70,522.63 *	\$27,835.74 *
Fitness First (Lenexa, KS)	\$47,449.31 **	\$8,376.30 *
Heartline Fitness – Midwest (Crest Hill, IL)	\$59,851.00 **	\$31,859.00
Medco Sports (Amherst, NY)	No Bid	\$20,567.78 *

* Partial Bid
 ** Non-Compliant Bid

8. CLOSED SESSION

It was moved by Kreutzer and seconded by Dussling that the Board of Education convene in Closed Session for the purpose of discussing:

- o The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- o Student disciplinary cases. 5ILCS 12/2(c)(9);
- o Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro
 Nays: None

The Board convened in Closed Session at 7:46 p.m.

9. RECONVENE IN OPEN SESSION

It was moved by Dussling and seconded by Kreutzer that the Board of Education reconvene in Open Session.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro
 Nays: None

The Board reconvened in Open Session at 8:37 p.m.

D. Schuler introduced C. Uhle, director of administrative services and K. Rogers, principal of specialized schools.

10. PERSONNEL TRANSACTION REPORT II 2020-106

It was moved by Palmer and seconded by Kreutzer that the Board of Education approve Personnel Transaction Report II, the following appointment, effective July 1, 2020:

- Janice Aponte, Assistant Principal for Specialized Schools

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro
Nays: None

11. COLLECTIVE BARGAINING 2020-107

It was moved by Walker and seconded by Dussling that the Board of Education approve the Memorandum of Agreement Between Board of Education of Township High School District No. 214 and the Educational Support Personnel Association of Township High School District No. 214.

D. Schuler acknowledged P. Panagakis, ESPA President, for attending the meeting this evening and publically commended him and his Executive Board for working so collaboratively with the administration on this memorandum.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Younger, Walker, Petro
Nays: None

12. ADJOURNMENT

It was moved by Kreutzer and seconded by Palmer to adjourn. The motion carried.

The meeting adjourned at 8:44 p.m.

F. Daniel Petro, president

William J. Dussling, vice president

PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2020-21

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
SANDBERG, JACLYN	0.6 School Counselor - PHS	\$42,138.00
<u>Remarks</u> Degree	M +30 none - step 1 M.A. B.S.	Concordia University, River Forest, IL Illinois State University, Normal, IL
PATEL, AXITA	0.8 CNA - WHS	\$52,933.60
<u>Remarks</u> Degree	M none - step 2 M.S. B.S.	DePaul University, Chicago, IL University of Illinois, Chicago, IL

CHANGE IN STATUS

<u>Name</u>	<u>Assignment</u>
DEISBERGEN, ALEXANDER	0.6 MTSS - WHS
<u>Remarks</u>	Increase in FTE from 0.4 to 1.0 Effective August 10, 2020

CLASSIFIED PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF CUSTODIAL MAINTENANCE PERSONNEL 2020 - 2021**CHANGE OF STATUS**

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
CARRILLO, MARIA			
Remarks:	Custodian I - 2nd Shift (CM)		
	Grade I, CMS 12, Step 3	\$18.24	40
	Initial Location: FVEC		
	From: RMHS - 3rd Shift		
	Effective: August 5, 2020		

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2020 - 2021**CHANGE OF STATUS**

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
COCHRANE, SUSAN			
Remarks:	Technology Assistant - Help Desk (BGHS)		
	Grade 5, Row 44	\$32.79	40
	From: 37.5 Hrs./Week		
	Effective: August 10, 2020		
DIAZ, JANET			
Remarks:	Division Assistant (BGHS)		
	Grade 3, Row 68	\$24.02	40
	From: Attendance Assistant (BGHS)		
	Effective: August 3, 2020		
HAMRICK, COLIN			
Remarks:	Technology Assistant - Help Desk (BGHS)		
	Grade 5, Row 74	\$24.55	40
	From: 27.5 Hrs./Week		
	Effective: August 10, 2020		
JACOBUS, BARBARA			
Remarks:	Administrative Assistant I (EGHS)		
	Resignation		
	Effective: August 14, 2020		
LLEWELLYN, DARREN			

Remarks: **Attendance Interventionist (BGHS)**
 Grade 4, Row 78 \$22.76 17.5
 From: Temporary and Grant-funded 2019 - 2020
 Effective: August 10, 2020

PEARCE, ASHLEY
Remarks: **Instructional Assistant - Student Services (SS)**
 Grade 4, Row 76 \$23.20 37.5
 From: 30 Hrs./Week
 Effective: August 10, 2020

STOKES, JENNA
Remarks: **Instructional Assistant - Student Services (EGHS)**
 Resignation
 Effective: July 13, 2020

TRACY, MARILYN
Remarks: **Clerk-Typist (EGHS)**
 Resignation
 Effective: August 5, 2020

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2020-2021

NEW

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
GROSS, RACHEL Remarks:	Resource Assistant (BGHS) Grade 3, Row 80 Effective: August 10, 2020	\$21.39	37.5
MOY, MELISSA Remarks:	Instructional Assistant - Student Services (BGHS) Grade 4, Row 80 Effective: August 10, 2020	\$22.32	20
SAFLARSKI, ROBERT Remarks:	Technology Assistant - Help Desk (BGHS) Grade 5, Row 80 Effective: August 10, 2020	\$23.17	40

ITEM NO: 2020-110
DATE: August 5, 2020
FILE: Meetings

Subject: Destruction of Closed Meeting Audio Recordings

BACKGROUND INFORMATION:

The Illinois Open Meetings Act (5 ILCS 120/2.06) requires that Boards of Education keep a verbatim record of their closed meetings in the form of an audio or video recording. After 18 months have passed since being made, the audio or video recording of a closed meeting may be destroyed, provided the Board approved: 1) its destruction; and, 2) minutes of the particular closed meeting.

ADMINISTRATIVE CONSIDERATION:

The Board of Education approved the following minutes of the closed meetings as indicated:

<u>Date of Meeting</u>	<u>Date of Approval</u>
January 17, 2019	February 21, 2019

RECOMMENDED ACTION:

That the Board of Education approve the destruction of closed session audio recordings for the following meetings:

January 17, 2019

ITEM 2020-111
DATE: August 5, 2020
FILE: Policy

SUBJECT: Board of Education Policy Manual Revisions – PRESS Editions

BACKGROUND

One of the goals of the Board of Education and administration for the 2007-08 school year was to conduct a comprehensive review the District 214 Board of Education Policy Manual. After researching possible methods to accomplish a thorough review, the Board agreed to work with the Illinois Association of School Boards (IASB) for a complete review and revision of Board policies. A working group met over the course of five months to review and revise each policy for District 214. The IASB consultant met with the Board of Education on June 30, 2008 to present the revised Policy Manual at a Board Workshop. The Board of Education approved the new manual on August 7, 2008.

In addition to the comprehensive review, the District 214 Board of Education is using the Policy Reference Education Subscription Service (PRESS) of IASB to keep the policy manual up to date. This resource provides the legal rationale and references for suggested policy revisions to assist the Board in focusing on their leadership role while complying with state and federal law.

ADMINISTRATIVE CONSIDERATION

The IASB Policy Reference Manual provides a system for regular updating of policies to ensure legal compliance and provides cross-referencing of related policies and the legal references. Every policy is reviewed at least once every five years or as a result of state or federal, Illinois School Code, or Illinois School Board of Education regulation or rule changes. The administration also makes recommendations for policy revisions as needed. Additionally, the Board is required by School Code to review select policies either annually or biennially.

RECOMMENDATION

That the Board of Education approve the recommended policy revisions from PRESS as presented:

PRESS and Administration Recommended revised or new policies:

2:220	5:20	7:180	8:30
2:260	6:135	7:190	
4:180	7:20	7:340	
5:10	7:40	7:345	

Board of Education

Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration. Under the "Board Update" portion of the agenda, at a regular meeting, a member of the Board may request an item be placed on a future agenda, by making a motion to that effect. If the motion receives a second and majority approval, the item will be added. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may request that his or her vote be changed before the President announces the result.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;

3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted “yea” and “nay”;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting’s date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board’s meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within ten days after the Board’s approval; they may be inspected in the District’s main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District’s administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District’s administrative offices or their official storage location except by vote of the Board or by court order.

The Board’s open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District’s main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District’s administrative offices or the verbatim recording’s

official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unavailable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration. If neither the President or Vice President are present or able to perform this determination, the Superintendent shall serve as the duty authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06~~, and 120/7.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: December 12, 2019

Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall mail a written report of his or her findings to the complainant with a copy forwarded to the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within 10 school business days after receiving the Complaint Manager's decision, the Complainant or the accused may appeal the decision to the Superintendent by making a written request. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 30 school business days, the Superintendent shall affirm, reverse, or amend the Complaint Manager's decision and mail a written report of his/her findings. Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Superintendent. The Superintendent shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision and mail a written report of their findings.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

**Kate Kraft, Associate Superintendent for
Human Resources**

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

kate.kraft@d214.org

847.718.7647

Telephone

Complaint Managers:

<u>Marni Johnson, Asst. Supt. for Student Services</u>	<u>Brian Lichtenberger, Employee Relations Supervisor</u>
Name	Name
<u>2121 S. Goebbert Rd.</u>	<u>2121 S. Goebbert Rd.</u>
Address	Address
<u>Arlington Hts., IL 60005</u>	<u>Arlington Hts., IL 60005</u>
<u>marni.johnson@d214.org</u>	<u>brian.lichtenbe@d214.org</u>
Telephone	Telephone
<u>847.718.7657</u>	<u>847.718.7651</u>

LEGA REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
State Officials and Employees Act, 5ILCS 430/70-5(a).
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Harassment), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:315 (restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Comments and Concerns)

ADOPTED: January 6, 2011

REVISED: June 18, 2015; September 3, 2015; August 24, 2017; January 18, 2018; April 26, 2018; December 12, 2019; March 19, 2020

Operational Services

Pandemic Preparedness; Management; and Recovery

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little or no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent of designee shall: (1) learn and understand the roles that the federal, State, and local government function; (2) for a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students and community.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. Of Public Health, District's local health department, emergency management agencies, and appropriate Intermediate Service Center.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curricular-related policies to reduce any Board-required graduation or other instructional requirements

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in excess of minimum curricular requirements specified in School Code that the District might not be able to provide due to the pandemic;

2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

Restricted visitors

Visitors will not be allowed to enter school buildings except in exigent circumstances. In no case will a visitor be allowed to enter a school building if he/she exhibits signs of illness as determined in the sole discretion of school personnel.

Face masks

Students and adults present at school must wear face masks at all times, including on school buses. If a student refuses to wear a mask or otherwise engages in conduct that compromises the safety of others, his/her parents will be notified immediately and discipline may result, up to and including expulsion from school.

There might be rare medical situations that require a student to wear a face shield instead of a face mask. School personnel will address these situations with families on a case-by-case basis.

Conclusion

The Superintendent or designee will continue to monitor available data including local case counts, hospital readiness and trends over time. The superintendent shall also have the authority to make changes to the administrative procedures based on emergent and exigent changing conditions, subject to notice to the Board of Education.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
20 ILCS 3305, Ill. Emergency Management Agency Act.
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220, (School Board Meeting Procedures), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:500 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance With the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

General Personnel

Equal Employment Opportunity and Minority Recruitment

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

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Kate Kraft, Associate Supt. for Human Resources

Name

2121 S. Goebbert Rd.

Address

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Email: kate.kraft@d214.org

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Complaint Managers:

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Brian Lichtenberger, Employee Relations Supervisor
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Telephone

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

Minority Recruitment

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

- LEGAL REF.:
- 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 - 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
 - 29 U.S.C. §206(d), Equal Pay Act.
 - 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 - 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
 - 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 - 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 - 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.
 - 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

ADOPTED: December 11, 2014

REVISED: June 18, 2015; September 3, 2015; January 5, 2017; December 12, 2019; April 16, 2020

General Personnel

Harassment

The Board of Education prohibits discrimination, including harassment of staff members by other staff members or students in the school environment based on, but not limited to, age, military status, unfavorable discharge from the military, ancestry, religion, gender, actual or perceived race, sexual orientation, color, national origin, disability, pregnancy, or order of protection status. Any staff member who feels that he or she has been harassed may initiate a complaint in accordance with established procedures. The complaint will be promptly investigated and, where substantiated, appropriate corrective action will be taken. Retaliation against any staff member for filing a complaint of harassment or participating in an investigation is prohibited. The District provides annual sexual harassment prevention training in accordance with State law.

1. Definitions

Harassment is an unwelcome physical and/or verbal conduct which may be related to, but is not limited to, one or more characteristics such as age, unfavorable discharge from the military, ancestry, religion, gender, race, sexual orientation, color, national origin and disability, that affects an individual's employment or is severe and/or pervasive enough that it has, or will likely have, the effect of creating a hostile environment. A hostile environment is one that interferes with the ability of a reasonable person to function effectively in the school work environment. Sexual harassment also includes the unwelcome threat by someone in authority to withhold employment opportunities or benefits if sexual favors are not given by a staff member or the promise to provide such opportunities or benefits in exchange for sexual favors. The work/school environment includes school premises, school related activities, and other situations with a close relationship or connection to school.

Conduct that may contribute to creation of a hostile environment includes, but is not limited to, unwelcome touching or other physical contact of a sexual nature, stalking, staring, sexual propositions, belittling or derogatory remarks, jokes, graffiti, or graphic material.

2. Violations

It shall be a violation of this policy for any person in the school work environment to harass a staff member, or for a staff member to harass any other person, including a student, because of any characteristic including, but not limited to, age, unfavorable discharge from the military, ancestry, religion, gender, race, sexual orientation, color, national origin, and disability or for there to be any retaliation against a staff member who has alleged a violation of this policy or who has participated in the investigation of a complaint.

It shall also be a violation of this policy for anyone who is authorized to recommend or take human resources actions affecting a staff member, or who is otherwise authorized to transact business or perform other acts or services on behalf of the district, to:

- A. Request sexual favors or make sexual advances in connection with employment action, whether implicitly or explicitly;
- B. Recommend, grant, or deny any human resources action because of sexual considerations;
- C. Take any form of reprisal against a staff member who has rejected or reported sexual advances;
- D. Fail to take action consistent with this policy on allegations of sexual or other forms of harassment;
- E. Failure to take immediate corrective action in the event misconduct has occurred.

3. Consequences

Violations of this policy by a staff member may result in counseling, conciliation, mediation, participation in the Employee Assistance Program, reprimands, suspensions with or without pay, supervisory measures, transfers, remediation, or discharge. Procedures under this policy shall be applied consistently with any other applicable policy, procedure, or contractual obligation of the district.

4. Complaints

A staff member who believes he or she has been harassed in violation of this policy may initiate a complaint to his or her immediate supervisor or Building Principal/Director, or where necessary, the Associate Superintendent for Human Resources, who in turn shall promptly report the matter to the Building Principal/Director, or where necessary, the Associate Superintendent for Human Resources. An aggrieved staff member alleging sexual or other harassment by anyone with supervisory authority may file a complaint with the Building Principal/Director, or the Associate Superintendent for Human Resources. Any school personnel who believes a violation of this policy may have occurred shall immediately report the matter to the Building Principal/Director, or where necessary, the Associate Superintendent for Human Resources for review and investigation. Any administrator, supervisor, or Building Principal/Director who believes a violation of this policy may have occurred shall immediately report the matter to the Superintendent or Associate Superintendent for Human Resources. A staff member shall be notified within two work days of a complaint made against him or her.

Making a Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator:

**Kate Kraft, Associate Superintendent
for Human Resources**

Name
2121 S. Goebbert Rd.

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5. Time Limit

Complaints of violations of this policy may be made at any time, but every effort should be made to file complaints as soon as possible, while facts are known and potential witnesses are available.

6. Investigation

Upon receiving a complaint or third-party report of a possible violation of this policy, the Associate Superintendent for Human Resources shall be notified. A bargaining unit member will not be used to investigate another bargaining unit member. The Associate Superintendent for Human Resources, or designee, shall conduct an investigation to determine whether there is a reasonable basis for believing that the alleged violation has occurred. If the alleged harasser is a student, the assistance of the Associate Superintendent for Student Services shall be obtained. Any investigation shall be conducted and further action taken in accordance with the Board of Education policy 7:20 (Harassment of Students Prohibited). The assistance of the Associate Superintendent for Student Services shall also be obtained when a student is involved in the investigation as a witness. The investigation shall be made expeditiously.

It may include review of any documentary or other relevant evidence, and interviews with the complainant, the alleged offender, and any person believed to have pertinent knowledge concerning the alleged violation. The accused shall have full opportunity to tell his or her side of the story. The accused may be represented by a bargaining unit representative.

The investigator shall take steps to maintain the confidentiality of the investigation.

During the investigation process, the Associate Superintendent for Human Resources, or designee, may negotiate a settlement or other resolution of the complaint.

If there is no resolution or settlement of the complaint and the Associate Superintendent for Human Resources, or designee, determines that there is a reasonable basis for believing that a staff member violated the policy, a hearing shall be held.

7. Hearing

Where it is determined that there is reasonable cause to believe allegations of a violation of this policy, and no resolution or settlement is achieved, action shall be taken. Prior to the imposition of counseling, conciliation, mediation, participation in the Employee Assistance Program, reprimands, suspensions, supervisory measures, transfers, remediation, or discharge, there will be a hearing by the Associate Superintendent for Human Resources, or designee.

Prior to the hearing, the alleged staff offender is entitled to written or verbal notice of the charges.

- A. The hearing shall be held promptly, i.e., within thirty (30) work days.
- B. The alleged offender may be represented by either a bargaining unit representative or an attorney from the bargaining unit.
- C. The Associate Superintendent for Human Resources, or designee, shall provide a written decision.

The decision of the hearing officer will be final.

If the decision is to recommend dismissal to the Board of Education, the staff member may request a hearing with the Board.

8. Miscellaneous

- A. Anyone who, after investigation, is found to have knowingly falsely accused another person of sexual or other harassment may be subject to appropriate disciplinary action.
- B. All staff members receive staff development training in sexual and other harassment awareness.
- C. No one will be retaliated against for reporting sexual and other harassment or for participating in such an investigation.
- D. Every staff member is expected to cooperate and provide information requested during an investigation.

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

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED: September 27, 2013

REVISED: June 18, 2015; September 3, 2015; January 18, 2018; April 26, 2018, December 12, 2019; March 19, 2020

General Personnel

Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/1-5](#)) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act ([5 ILCS 430/5-65](#), added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#), amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Township High School District 214, Cook County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:150, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 12th day of December, 2019

Attested by: Board President

Attested by: Board Secretary

Instruction

Accelerated Placement Program

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. 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. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. 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. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

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);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee may 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. 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.

LEGAL REF.: [105 ILCS 5/14A](#)

23 Ill.Admin.Code Part 227, Gifted Education

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)

ADOPTED: ~~April 16, 2020~~

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

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 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

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint

Students are encouraged to report claims or incidences of bullying, 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 staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90,

Abused and Neglected Child Reporting, in addition to any response required by this policy. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

**Kate Kraft, Associate Superintendent for
Human Resources**

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

kate.kraft@d214.org

847.718.7647

Telephone

Complaint Managers:

Marni Johnson, Asst. Supt. for Student Services

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

marni.johnson@d214.org

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Brian Lichtenberger, Employee Relations Supervisor

Name

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Address

Arlington Hts., IL 60005

brian.lichtenbe@d214.org

847.718.7651

Telephone

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

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

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Co-Curricular Activities)

ADOPTED: September 4, 2014

REVISED: June 18, 2015; September 3, 2015; January 18, 2018; March 21, 2019; December 12, 2019; March 19, 2020

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

With the exception of home-schooled students, nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities.

A home-schooled student may participate in co-curricular activities if the student is enrolled and registered in his/her resident school is taking a minimum of twenty-five credit hours of work at the resident high school or in a program approved by the resident school, and the student is granted credit for the work taken in the approved program toward graduation from the resident school. The student must pay applicable fees at the resident school and meet all IHSA eligibility requirements.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic

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proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Co-Curricular Activities), 6:320 (Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Co-curricular Athletics)

ADOPTED: September 3, 2015

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

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

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

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

also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator; Building Principal; Assistant Building Principal; Division Head for Student Success, Safety and Wellness; a Complaint Manager; or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

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Complaint Manager:

Marni Johnson, Asst. Supt. for Student Services

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, 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.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:315 (Restrictions on Publications; High Schools)

ADOPTED: September 4, 2014

REVISED: January 18, 2018; March 21, 2019; March 19, 2020

Students

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

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

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all 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.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

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

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

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

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

Disciplinary Measures

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

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

has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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.

~~School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent.~~ Neither isolated time out, time out, nor physical restraints shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285) and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

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

LEGAL REF.: 20 U.S.C. §6081 Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun-Free Schools Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-
3, and 110/3.10.
23 Ill.Admin.Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property), District 214 Student and Parent Handbook

ADOPTED: August 24, 2017

REVISED: January 18, 2018; January 17, 2019; March 21, 2019

Students

Student Records

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object-opt-out of to~~ the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District will ~~discloses~~ school student records without parent consent to the officials records custodian of another school ~~district~~ in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

LEGAL REF.:

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

50 ILCS 205/7.

105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.

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

[105 ILCS 85/, Student Online Personal Protection Act.](#)

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

750 ILCS 5/602.11.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

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

CROSS REF.:

5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct),

[7:345 \(Use of Educational Technologies; Student Data Privacy and Security\)](#)

ADOPTED:

December 10, 2015

REVISED:

January 18, 2018; June 14, 2018

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (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 or parent/guardian's use of the operator's site, service or application; (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.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

20 U.S.C. §1232g Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.:

4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED:

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

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

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

During the school day, all visitors to school property are required to report to the security checkpoint and receive permission to remain on school property. Visitors must sign a visitors' log, show identification, and wear a visitor's badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to arrange an appointment.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person;
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 town or county ordinance;
7. Smoke or otherwise use tobacco products or electronic cigarettes;
8. Distribute, consume, use, possess, or be impaired or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred;
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 policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*;
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using technology 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 ~~1520~~ miles per hour, unless otherwise designated, or (c) in violation of an authorized District employee's directive;
14. Engage in any behavior that could endanger oneself or another;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the current Cumulative Agreement between the Board of Education of District 214 and The District 214 Education Association.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

The Superintendent shall develop procedures to implement this policy.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill.App.3d 344 (4th Dist 2000).
 20 U.S.C. §7181 et seq., Pro-Children Act of 1994
 105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25, and 5/27-23.7(a).
 115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
 430 ILCS 66/, Firearm Concealed Carry Act.
 410 ILCS 705/, Cannabis Tax and Regulation Act.
 720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety and Crisis Plan), 5:50 (Drug- and Alcohol-Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities), District 214 Student and Parent Handbook

ADOPTED: April 16, 2020

ITEM: 2020-112
DATE: August 5, 2020
FILE: Job Descriptions

Subject: New Job Description

BACKGROUND INFORMATION

During the 2020-21 school year the administration reviewed job descriptions on the organizational charts. This resulted in new job descriptions. These changes should result in more accurate account of job duties and efficiency in the delivery of services.

ADMINISTRATIVE CONSIDERATION

The new job description has been reviewed by the administration and are aligned with job duties

RECOMMENDATION ACTION

That the Board of Education approves the Health Services Assistant job description

attachment

TOWNSHIP HIGH SCHOOL DISTRICT 214

JOB TITLE: Health Services Assistant
ORGANIZATIONAL UNIT: High School
SUPERVISOR: Health Services Supervisor
ASSIGNMENT: 12 Month Employee
SALARY GRADE: 6

POSITION OUTCOMES:

To assist the Health Services Supervisor and Health Clerk in all aspects of the district's school health program with the potential for rotating school assignments. This position requires providing first-aid and other health-related services to students, staff and visitors allowable with an IDPH LPN or RN licensure.

GENERAL RESPONSIBILITIES:

This is work involving the performance of general immediate care duties in support of the district health programs and may involve the performance of general clerical duties in support of the health office. There will be considerable contact with staff, students, parents, and/or the general public, which requires the ability to deal with people in a courteous and tactful manner. An employee in this position works within clearly established systems and procedures, must exhibit organizational skills and exercise independent judgment and confidentiality in the performance of duties.

QUALIFICATIONS:

- Holds a valid Licensed Practical Nurse or Registered Nurse license with experience in an immediate care setting.
- Associates Degree or equivalent preferred.
- Must have knowledge of health office practices, procedures and equipment.
- Must have physical ability to lift/move patients, supplies, materials, and office equipment.
- Must demonstrate appropriate interpersonal skills to communicate in person and over the telephone clearly and distinctly with students, staff, parents and the general public.
- Must have possession of a valid Red Cross First Aid and Cardiopulmonary Resuscitation/AED Certificate.
- Must project a positive image of the district to staff, students, parents, and the public as well as to exhibit a positive employee attitude.

POSITION EXPECTATIONS:

1. Provides first aid services for illness and/or injury to students and staff as needed, assisting with medically-related emergency situations and tasks.
2. Participates and supports staff wellness activities.
3. Assists with physical and immunization compliance.
4. Maintain accurate record keeping of daily health procedures/services.
5. Conducts vision and hearing screening programs.
6. Supports students when under a physician's care.
7. Supports local comprehensive health programs (immunization clinics, blood drives, flu vaccination programs).
8. Assists in maintaining health school records.
9. Counsels students in dealing with their personal health needs.
10. Provides support to other school community health-related tasks as necessary.
11. Continues job performance enhancement by participating in appropriate professional growth activities.

BOE Approval August 5, 2020

PERSONNEL TRANSACTION REPORT II

ADMINISTRATIVE APPOINTMENT - 2020-21

<u>Name</u>	<u>Appointment</u>	
LEWIS, ALVIN	Division Head SS/Safety/Wellness	
<u>Remarks</u>	Rolling Meadows High School	
	Effective August 5, 2020	
Salary:	\$117,272	Administrative Grade 1 195 days
Credentials:	M.A.	Aurora University, Aurora, IL
	B.A.	Aurora University, Aurora, IL
Present Position:	2019 - present	Dean of Students - W. Aurora HS, Aurora, IL
	2017-2019	Physical Ed teacher - Minooka HS, Minooka, IL
	2012-2017	Physical Ed teacher - Yorkville HS, Yorkville, IL

SUPERVISORY APPOINTMENTS - 2020-21

<u>Name</u>	<u>Appointment</u>	
MARTORANO, CINDEE	Health Services Supervisor	
<u>Remarks</u>	Specialized Schools	
	Effective August 10, 2020	
Salary:	\$74,896.00*	Supervisory Grade 3 Full Year
	*pro-rata for days worked	
Credentials:	B.S.	Elmhurst College, Elmhurst, IL
Present Position:	2019 - present	Nurse - Specialized Schools
	2018 - 2019 & 2001- 2016	Nurse - NW Oncology & Hematology, RM, IL
	2017 - 2018	Nurse - Infectious Diseases - EGV, IL
	2016 - 2017	School Nurse - CCSD 59
SAWADSKI, MELISSA	Health Services Supervisor	
<u>Remarks</u>	Forest View Educational Center	
	Effective August 5, 2020	
Salary:	\$85,000.00*	Supervisory Grade 3 Full Year
	*pro-rata for days worked	
Credentials:	B.S.	Northern Illinois Univ., DeKalb, IL
Present Position:	2009 - present	Care Mgr/Nurse-Adv Child. Hosp, Park Ridge, IL
	1997 -2005	Supr/Sr. Impl. Mgr-Caremark-CVS, Inc, Northbrook, IL

ITEM: 2020-114
DATE: August 5, 2020
FILE: Remote Learning

SUBJECT: Remote and Blended Remote Learning Plan Update

BACKGROUND

In late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged and by March 9, 2020 Governor J.B. Pritzker declared the State of Illinois as a disaster area, requiring all public and private schools in Illinois serving pre-kindergarten through 12th grade students close on March 17, 2020 for educational purposes. In subsequent executive orders, schools remained closed for the remainder of the 2019-20 school year. The requirement pursuant to 10 ILCS 5/10-20.56(b) for Illinois school districts to receive approval by the school board before establishing and maintaining a program for the use of electronic-learning (e-learning) was suspended during the effect of the Gubernational Disaster Proclamation, however, the District approved a resolution for an e-learning plan at its March 19, 2020 meeting to provide remote e-learning for the remainder of the 2019-20 school year following the guidance and requirements of the Illinois State Board of Education (ISBE).

P.A. 101-0643 requires that school districts adopt a Remote and Blended Remote Learning Day Plan approved by the district superintendent. Furthermore, the legislation stipulates that “Remote Learning Day or Blended Remote Learning Day may be met through a district's implementation of an e-learning program under Section 10-20.56.

ADMINISTRATIVE CONSIDERATION

Although the Board has approved the March 19, 2020 resolution, due to the 2019-20 school year guidance from ISBE the remote learning provided at the end of the school year did not allow for the introduction of new materials and limited instructors in assessing students. With the start of the 2020-21 school year the expectations for the Standard grading practices, attendance requirements, policies and procedures will be enforced with any remote learning or blended remote learning that students partake in.

RECOMMENDATION

That the Board of Education discuss how the remote and blended learning plan will be implemented and utilized.

