

AGENDA
The First Meeting of the Month of September
of the Board of Education of Township High School District 214
will be held on Thursday, September 10, 2020
in Room D100/101 of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:00 p.m.

The Board of Education meeting will be conducted in person in Room D100/101 with a maximum of 50 people allowed in that meeting area. Any additional attendees will be accommodated in other meeting spaces in the Forest View Educational Center with audio feed from the meeting room. The meeting will also be livestreamed. Any member of the public can access the livestream from the District's website (www.d214.org).

- I. CALL TO ORDER
President Petro
- II. ROLL CALL
Mrs. Knoepfle
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
Regular Meeting of August 13, 2020
Closed Session Meeting of August 13, 2020
- V. SUPERINTENDENT'S REPORT
Freedom of Information Act Report
Return to School Update
- VI. BOARD MEMBER UPDATES
- VII. CONSENT CALENDAR
 - 2020-120 Accounts Payable
 - 2020-121 Personnel Transaction Report
 - 2020-122 Destruction of Closed Minutes Audio Recordings
 - 2020-123 Board of Education Policy Revisions – PRESS Edition
 - 2020-124 2021-22 School and Fiscal Calendar
 - 2020-125 Approval of Expenditure of Funds in an Emergency Situation
- VIII. PUBLIC COMMENTS
- IX. CLOSED SESSION
 - 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;

- Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5ILCS 120/2(c)(12);
- 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);

X. RECONVENE IN OPEN MEETING

Immediately following the Closed Session, the Board of Education will reconvene in Open Session and may take action deemed necessary as a result of the Closed Session discussions.

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the district, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine validity. 5ILCS 120/2(c)(1), as amended by P.A. 93-0057;
- 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).

XI. ADJOURNMENT

MINUTES

The Minutes of the Second Regular Meeting
of the Month of August of the Board of Education
Township High School District 214 held on August 13, 2020
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:00 p.m.

President Petro called the meeting to order at 7:00 p.m. and R. Knoepfle 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; C. Johnson, associate superintendent for finance and operations; K. Kraft, associate superintendent for human resources; L. Lopez, associate superintendent for teaching and learning; J. Wardle, principal, BGHS; K. Rogers, principal, specialized programs; J. Aponte, division head for student success, safety and wellness, specialized schools; E. Brooks, assistant director of community engagement and outreach; R. Knoepfle, executive assistant to the school board and superintendent; S. Koerner, director of business services; J. Laskowski, executive administrative assistant to the superintendent; M. McCullough, assistant director of operations; P. Mogge, director of community engagement and outreach; J. O'Neal, assistant principal, specialized schools; T. Schlorff, director of instructional technology and technology services; S. Scholten, assistant principal, specialized schools; C. Uhle, director of administrative services; staff members; parents; students; and citizens.

1. PLEDGE OF ALLEGIANCE

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

2. APPROVAL OF MINUTES

It was moved by Kreutzer and seconded by Dussling that the Board of Education approve the minutes of the Regular Meeting of August 5, 2020.

Upon roll call, the motion carried.

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

Nays: None

3. PUBLIC HEARING – 2020-21 FINAL BUDGET

At 7:02 p.m., President D. Petro opened the public hearing to provide the public an opportunity to address the Board on the proposed 2019-20 Final Budget.

D. Schuler noted that the administration has proposed a balanced operating budget to the Board, and there have only been minor modifications to the proposed budget from the June 11, 2020 Board approved tentative budget.

No members of the Board offered comments.

No individuals requested to address the Board.

At 7:04 p.m., D. Petro announced that the public hearing was closed.

4. SUPERINTENDENT’S REPORT

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

- K. Ahn requested financial information.

D. Schuler reported that the Food and Nutrition Services department has developed a plan for serving the free and reduced meals to qualified families during the remote learning plan. The food service plan needs to be fluid this year as the district pivots between the remote and hybrid plans based on the number of students in the school buildings.

D. Schuler reported that the Board would be hearing more about the District’s diversity initiative in the next few days.

The teachers have returned this week and the district is off to a great start and D. Schuler, looking forward, anticipated that next week bringing students back will also have a great start, although unconventional, to the new school year.

5. PUBLIC COMMENTS

L. Woodland, an Arlington Heights resident, addressed the Board regarding the remote learning plan and athletic fields.

M. Frank, a Buffalo Grove resident, addressed the Board regarding the remote learning plan.

K. Ahn, an Elk Grove student, addressed the Board regarding diversity and equity initiatives.

G. Tsiampas, an Elk Grove student, addressed the Board regarding diversity and equity initiatives.

E. Bauer, an Arlington Heights resident, addressed the Board regarding the remote learning plan.

T. Bauer, a RMHS student, addressed the Board regarding the remote learning plan.

M. Price, a BGHS staff member, addressed the Board regarding the remote learning plan.

J. Arey, EA president and EGHS staff member, addressed the Board regarding the remote learning plan.

R. Galarza, an EGHS staff member, addressed the Board regarding the social justice initiative.

V. Mack, a Mount Prospect resident, addressed the Board regarding the remote learning plan.

J. Naughton, an Elk Grove resident, addressed the Board regarding diversity and equity in curriculum.

R. Cataldo, an Arlington Heights resident, addressed the Board regarding the remote learning plan.

S. Smith, an Arlington Heights resident, addressed the Board regarding the metrics for return to in-person instruction and the plan for facility utilization.

M. Pawelko, a Mount Prospect resident, addressed the Board regarding the remote learning plan.

6. BOARD MEMBER UPDATES

B. Dussling reported that the State Comptroller's office is approximately \$1.4 million behind in remitting Illinois State Board of Education approved funds to the district.

7. APPROVE CONSENT CALENDAR 2020-115 through 2020-117

Items 2020-115 through 2020-117 appearing on the Consent Calendar were presented for the Board's consideration.

A. Kreutzer requested that item 2020-117 be considered separately.

It was moved by Kreutzer and seconded by Palmer that the Board of Education approve Items 2020-115 and 2020-116 appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

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

Nays: None

A. Approve Accounts Payable 2020-115

Actual August 6, 2020 listing:	
Educational Fund Listing	\$640,643.54
Operations and Maintenance	250,099.39
Transportation Fund	5,821.21
Capital Projects 62	128,421.93
TOTAL	<u>\$1,024,986.07</u>

Checks Dated: August 6, 2020

Check Numbers: 737619 through 738215

B. Personnel Transaction Report 2020-116

Approved Personnel Transaction Report attached to these minutes.

8. 2020-21 PAY RATES FOR SUBSTITUTE TEACHERS 2020-117

It was moved by Kreutzer and seconded by Dussling that the Board of Education approve Item 2020-117 appearing on the Consent Calendar as presented.

A. Kreutzer requested that this item be pulled from the Consent Agenda to inquire about the ability of the district to secure enough substitute teachers. D. Schuler agreed that the concern is there due to the fact that many substitutes are retired teachers who are currently not interested in working in an in-person setting during the pandemic due to their age and risk factors. He noted that the district had anticipated that this could be an issue and, therefore, the human resources department staff have been actively recruiting substitute teachers and posting job openings for some generalist teaching positions. A.

Kreutzer also asked where this proposed pay rate would fall in relation to other area districts. D. Schuler noted that this proposed rate would align the district in the middle of the range of other districts.

There was no further discussion.

There were no comments from the public.

Upon roll call, the motion carried.

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

Approved the salary increase for substitute teachers effective August 17, 2020.

9. 2020-21 FINAL BUDGET 2020-118

It was moved by Dussling and seconded by Kreutzer that the Board of Education approve the 2020-21 Final Budget.

D. Schuler indicated that the Board approved tentative budget was a balanced operating budget, as is in this final budget proposal.

Discussion included:

- the capital projects expenditures are to continue the maintenance and upgrading of the building envelopes, parking lots and sidewalks, and tennis courts;
- the administration has to build a budget faced with uncertainty regarding revenues from the State and federal governments and on the uncertainty of expenditures needed due to the pandemic and the remote learning plan. The budget assumptions presented last winter for this year's budget are used as the basis for building the overall budget and the administration then must adjust accordingly and remain nimble, while still complying with all of the State and federal rules;
- the district has been very fortunate with maintaining a balanced operating budget for its communities.

There were no comments from the public.

Upon roll call, the motion carried.

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

10. REMOTE AND BLENDED REMOTE LEARNING PLAN 2020-119

D. Schuler acknowledged the comments made from the public this evening and at the last Board meeting. He noted that the district has consulted with legal counsel and its liability insurance provider and if the district were to not follow the guidance from the State it could decrease its tort immunity status. The newest guidance from the Illinois Department of Public Health (IDPH) contradicts the guidance from the Illinois State Board of Education (ISBE), and in consultation with legal counsel, they have confirmed that the IDPH guidance takes precedence. This newest guidance requires school nurses to have N-95 fit-tested respirators when assessing anyone reporting COVID symptoms and also for anyone cleaning areas used by a suspected or known COVID case. The district currently cannot comply with this guidance for in-

person instruction as the district does not have the equipment/supplies nor the fit-testing capability. D. Schuler noted that as transparent as the district wants to be with its plans, the guidance continually changes, so the plans must continually evolve to accommodate the latest guidance.

He noted that the district administration wants everyone back in the school buildings. Even with the original hybrid plan there would have been some students learning remotely, so the district has used the summer months preparing for a robust remote learning program that will look very different from the spring. The social and emotional needs of students is of utmost concern as students are brought back for the new school year, and the district executive council has developed plans for the Problem Solving Teams in each of the buildings to address the needs as well as utilizing the physical education staff members to develop wellness plans with each individual student.

With regard to reopening the schools for in-person instruction, D. Schuler noted that it is challenging for educators to create metrics to reopen. He and other local area superintendents are sending a letter to Cook County to ask the local health officials to provide the area schools with consistent metrics that can be followed reliably by school districts to begin bringing the student populations back into the facilities in a safe manner. That adds another level of responsibility and manpower needs onto local area schools that doesn't exist elsewhere in the state. The positivity rate is now 5.9% in region 10 and the number of cases in the last two weeks has jumped between 24-50% more in our local communities.

Although this plan is not what families want, nor what the district wants, D. Schuler thanked the public for the discussion.

Board discussion included:

- could cohorts be used and have teachers move between classrooms? That works more effectively in elementary districts, but by high school student elective courses involve students from all level of classes;
- the school facilities are not large enough to accommodate every student returning if 6' distancing is required;
- the guidance on the use of masks and face shields has changed and impacts working with students with IEPs who can't wear masks;
- the current Illinois High School Association guidance for athletics and competitions will allow all sports a 20-day conditioning period beginning September 7th, which will be a strain on facilities, and currently only golf, tennis, swimming and cross-country may have competitions this fall;
- the new bell, intercom, and emergency alert system has been installed over the summer, and it includes cameras that teachers can use to live-cast if they choose to do so, especially for labs and other hands on demonstrations, and it synchs with Zoom;
- the HR department has been working with individuals who need accommodations through FCCRA or FMLA;
- the purpose of the Board meetings is to conduct the business of the Board, it is not an open forum such as a town hall meeting, yet the Board takes into account the comments from the public and their words are impactful;
- the desire for metrics and transparency is complicated by the number of organizations providing guidance, the conflicting guidance and the rapidly changing guidance. Working with Representative Morrison's office, the area superintendents hope their letter to Cook County will result in consistent, county-wide metrics. The challenge for the administration is also not knowing what we don't know;
- communication with parents and students regarding the introduction of students back into the schools will be sent as soon as the district can possibly do so;

- the summer was spent working with teachers on a robust learning hybrid model that included some students being remote, and as such the pivot to all students being remote will continue to be robust. There will be a learning curve for teachers, but everyone is working to make Day 1 a great day and Day 2 should be better than Day 1, as we learn from it;
- all teachers are considered essential workers;
- there is no foreseeable need to furlough teachers as the budget this year was built based on existing staff returning, however, some open positions at the end of last year have not been filled;
- the district and the Board have always responded to security and safety issues and tackled them, yet this is the Board's first pandemic and there is no clear answer. However, from the vantage point of a veteran Board member, the Board's primary concern is the safety, security and health of staff and students;
- the district will use its collective brainpower and make this happen. Although everyone is impatient, the district administration should be applauded for their efforts;
- for the district and Board to focus on what is needed right now, support from the parents, staff and community is needed to do right by the students to make them successful.

There were no comments from the public.

Upon roll call, the motion carried.

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

Nays: Younger

11. CLOSED SESSION

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

- 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;
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- 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, Walker, Younger, Petro

Nays: None

The Board convened in Closed Session at 8:51 p.m.

12. RECONVENE IN OPEN SESSION

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

Upon roll call, the motion carried.

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

The Board reconvened in Open Session at 9:12 p.m.

13. ADJOURNMENT

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

The meeting adjourned at 9:16 p.m.

F. Daniel Petro, president

William J. Dussling, vice president

PERSONNEL TRANSACTION REPORT

CHANGE IN STATUS - EA

<u>Name</u> WIGGIN, DANIEL	<u>Assignment</u> 0.2 English - JHHS
<u>Remarks</u>	Increase in FTE from 0.4 to 0.6 Effective August 10, 2020
<u>Name</u> BESSEMER, STEVEN	<u>Assignment</u> 0.8 Special Ed - TAFV
<u>Remarks</u>	Increase in FTE from 0.2 to 1.0 Effective August 31, 2020 2020-2021, one year temporary contract

CHANGE IN STATUS - Supervisory

<u>Name</u> PORTERS, MICHAEL	<u>Assignment</u> Athletic Trainer Supervisor - EGHS
<u>Remarks</u>	Resignation Effective September 7, 2020

EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2020-2021

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
ORAHAM, NICHOLAS	1.0 Physical Ed - EGHS	\$74,873.00
<u>Remarks</u> Degree	M 6 yrs., step 7 M.S. B.B.A.	North Park Univ, Chicago, IL Eastern IL Univ, Charleston, IL
Exp.	8/2018 - present 8/2016 - 7/2018 8/2014 - 7/2016	PE teacher - Grove JH, Elk Grove Village, IL Dr Ed teacher - Dixon HS, Dixon, IL PE teacher - Kelvyn Park HS, Chicago, IL

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>
COSTANZO, JACK			
Remarks:	Weekend/Holiday Generalist (FVEC) Resignation Effective: August 17, 2020		
PETO, JAMES			
Remarks:	Custodian I, 3rd Shift (CM) Grade I, CMS 13, Step 20 Initial Location: BGHS From: Lead Custodian, 3rd Shift (BGHS) Effective: September 11, 2020	\$28.06	40
ROJAS, LEO			
Remarks:	Custodian I - 2nd Shift (CM) Grade I, CMS 12, Step 3 Initial Location: JHHS From: Custodian I - 3rd Shift (EGHS) Effective: September 14, 2020	\$18.24	40
VELAZQUEZ, URIEL			
Remarks:	Custodian I - 3rd Shift (CM) Grade I, CMS 13, Step 2 Initial Location: WHS From: Custodian I - 3rd Shift (JHHS) Effective: August 31, 2020	\$17.84	40

EMPLOYMENT OF CUSTODIAL MAINTENANCE PERSONNEL 2020 - 2021

NEW

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
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IRAZOQUE, ANGEL

Remarks: **Weekend/Holiday Generalist - 1st Shift (CM)**
 Grade I, WHG 10, Step 1 \$18.78 40
 Initial Location: EGHS
 Effective: September 14, 2020

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2020 - 2021

CHANGE OF STATUS

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
GRAHAM, BONNIE	Instructional Assistant - Student Services (PHS)		
Remarks:	Resignation Effective: August 27, 2020		
LARSEN, HAYLEY	Pre-School Assistant (BGHS)		
Remarks:	Grade 4, Row 78 \$22.76 23.75 From: Pre-School Assistant (WHS) Effective: September 11, 2020		
QUATHAMER, KRISTIE	Instructional Assistant - ELL (WHS)		
Remarks:	Grade 4, Row 46 \$31.00 37.5 From: Resource Assistant (WHS) Effective: September 11, 2020		
TRINH, VINH DINH	Resource Assistant (PHS)		
Remarks:	Grade 3, Row 58 \$26.48 15 From: 28.75 Hrs./Week Effective: September 11, 2020		
WARD, JENNIFER	Attendance Assistant (EGHS)		
Remarks:	Grade 3, Row 76 \$22.25 40 From: 30 Hrs./Week		

Effective: September 11, 2020

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2020 - 2021

NEW

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
CIRRINCIONE, FRANCA			
Remarks:	Professional Learning Program Assistant (FVEC)		
	Grade 4, Row 80	\$22.32	40
	Effective: September 11, 2020		
KANARIS, ERICA			
Remarks:	Instructional Assistant - Student Services (PHS)		
	Grade 4, Row 80	\$22.32	35
	Effective: September 11, 2020		

FOOD SERVICE PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF FOOD SERVICE PERSONNEL- 2020-2021

Resignation

<u>Name</u>	<u>Assignment</u>
Bosch, Natalie	School Nutrition Services Worker III- RMHS
<u>Remarks</u>	Resignation eff. 8/21/2020

ITEM NO: 2020-122
DATE: September 10, 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>
February 21, 2019	March 7, 2019

RECOMMENDED ACTION:

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

February 21, 2019

ITEM 2020-123
DATE: September 10, 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:

2:260	5:20	7:10	7:185
2:265	5:100	7:20	
5:10	6:280	7:180	

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, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
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 prohibited by the (State Officials and Employee Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. and (Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure)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 prohibited by the (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 Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. 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 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~~ after 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, office addresses, email addresses and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

~~Kate Kraft, Associate Superintendent
for Human Resources~~
~~Marni Johnson,
Assistant Superintendent for Student
Services~~

Name
2121 S. Goebbert Rd.

Address
Arlington Hts., IL 60005

~~kKate.kraftmarni.johnson@d214.org~~

~~847.718.7657-7647~~
Telephone

Complaint Managers:

Marni Johnson, Asst. Supt. for Student Services

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

marni.johnson@d214.org

847.718.7657

Telephone

Brian Lichtenberger, Employee Relations Supervisor

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

brian.lichtenbe@d214.org

847.718.7651

Telephone

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.; 34 C. F. R. Part 106
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), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Harassment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:315 (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

Board of Education

Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

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

Making a Report

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

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

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

Title IX Coordinator:

Name: Kate Kraft, Associate Superintendent
for Human Resources
Address: 2121 S. Goebbert Rd., Arlington
Heights, IL 60005

Email: kate.kraft@d214.org
Telephone: 847-718-7647

Processing and Reviewing a Report or Complaint

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

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

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

Nondiscrimination Coordinator:

~~Marni Johnson, Asst-Kate Kraft, Assoc.~~
Supt. for Human Resources~~Student~~
Services

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

Email: marni.johnson-
kate.kraft@d214.org

847.718.76477657

Telephone

Complaint Managers:

Marni Johnson, Asst. Supt. for Student Services
Name
2121 S. Goebbert Rd.
Address
Arlington Hts., IL 60005

marni.johnson@d214.org

847.718.7657
Telephone

Brian Lichtenberger, Employee Relations Supervisor
Name
2121 S. Goebbert Rd.
Address
Arlington Hts., IL 60005

brian.lichtenbe@d214.org

847.718.7651
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), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 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 individuals' 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 Report or Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, 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 ~~claim~~complaint according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator:

~~Kate Kraft, Assoc. Supt. for Human Resources~~
~~Marni Johnson, Asst. Supt. for Student Services~~

Name
2121 S. Goebbert Rd.
Address
Arlington Hts., IL 60005

Email:
~~kate.kraft@d214.org~~
~~marni.johnson@d214.org~~
847.718.76477657
Telephone

Complaint Managers:

Marni Johnson, Asst. Supt. for Student Services
Name
2121 S. Goebbert Rd
Address
Arlington Hts., IL 60005
marni.johnson@d214.org
847.718.7657
Telephone

Brian Lichtenberger, Employee Relations Supervisor
Name
2121 S. Goebbert Rd.
Address
Arlington Hts., IL 60005
brian.lichtenbe@d214.org
847.718.7651
Telephone

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.

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

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

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

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1(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 school grounds or not during a school activity. Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, Title IX Sexual Harassment Grievance Procedure or policy 2:260, Uniform Grievance Procedure.

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), 2:265 (Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics, Conduct, and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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

General Personnel

Staff Development Program

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

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

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

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for EA members,, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system

involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.

15. For all District staff, annual sexual harassment prevention training.

16. Title IX requirements for training as follows (see Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):

a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.

b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals and informal resolution processes, as applicable), and how to serve impartially;

c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence;

d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

~~15.~~

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

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

Related Document:

Education Support Personnel Association Agreement.

LEGAL REF.: [20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106](#)
~~[Healthy, Hunger-Free Kids Act of 2010](#)~~, 42 U.S.C. §1758b, Pub. L. 111-296, [Healthy, Hunger-Free Kids Act of 2010](#); [7 C.F.R. Parts 210 and 235](#).

~~[7 C.F.R. Parts 210 and 235](#)~~.

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

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

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

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

77 Ill.Admin.Code §527.800.

CROSS REF.: [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: January 5, 2017

REVISED: January 18, 2018; January 17, 2019; March 21, 2019; December 12, 2019; April 16, 2020

Instruction

Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Teachers use letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the outset of each course, are used to evaluate student achievement.

Grading should reflect a demonstrated understanding of content and skills and shall not be based on external factors such as discipline. Every teacher shall maintain an evaluation record for each student in the teacher's classroom, and shall use the following Standard Score Scale to determine grades:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

All letter grades are available to all students in all courses.

No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

When Using Remote Instruction – Grading and Promotion

~~The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians in adherence with Executive Order 2020-15 issued by Illinois Governor J.B. Pritzker in response to the COVID-19 outbreak which allows for the use of "Remote Learning Days." On March 27, 2020 the Illinois State Board of Education published the following criteria in their Remote Learning Guidance.~~

- ~~● Student's current grade as of March 16 in the current system of the district is maintained or improved and does not decrease.~~
- ~~● Students can improve grades as they demonstrate proficiency/mastery/attainment of prior and future skills and work.~~
- ~~● The use of F is not in place during remote learning. Instead, a grade of incomplete or No Grade is recommended for usage.~~

~~This modified grading criteria is in compliance with this guidance. Every teacher shall maintain an evaluation record for each student in the teacher's classroom, and shall use the following Standard Score Scale to determine grades for the second semester of the 2019/2020 school year and may be extended by the Superintendent:~~

A 90-100

B 80-89

C 70-79

Pass 60-69

Incomplete or Audit 0-59

The recommendations on grading are based upon the principle of no educational harm to any child. Only the grades listed above are available to all students in all courses for the second semester 2019/2020.

No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.
Executive Order 2020-15 issued by Illinois Governor J. B. Pritzker in response to the COVID-19 outbreak which allows for the use of “Remote Learning Days.”
March 27, 2020 the Illinois State Board of Education, Remote Learning Guidance. 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), District 214 Student and Parent Handbook

ADOPTED: December 11, 2014

REVISED: December 10, 2015; April 16, 2020

Students

Equal Educational Opportunities

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

Sex Equity

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

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

Gender-Based Discrimination is Prohibited

School districts must provide equal educational opportunities to transgender students and gender non-conforming students. Under State law, *sex discrimination* extends to claims of discrimination based on *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin. Code §1.240. The Ill. Human Rights Act defines *sexual orientation* as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(0-1).

Federal law prohibits exclusion and discrimination on the basis of *sex*. 20 U.S.C. §1681 (a). Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. Department of Justice. Title IX protects lesbians, gay, bisexual, and transgender students, from gender discrimination.

School Board policy 7:10 *Equal Educational Opportunities*, recognizes the legal requirements described above. This procedure's guidance on accommodating transgender students or gender non-conforming students is based on OCR pronouncements. See the last section, **Resources**.

Gender-Based Bullying and/or Harassment is Prohibited

The School Code prohibits bullying on the basis of actual or perceived sexual orientation, gender-related identity or expression, and/or association with a person or group with one of the aforementioned actual or perceived characteristics. 105 ILCS 5/27-23.7(a). The Board policy on bullying and the District's suite of bullying prevention materials must be used to address and resolve peer bullying and harassment of transgender or gender non-conforming students. See 7:180, *Prevention of and Response To Bullying, Intimidation, and Harassment*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;
~~implemented by~~ 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163,
final citations pending), 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Fating Violence Prohibited), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities), District 214 Student and Parent Handbook

ADOPTED: April 18, 2013

REVISED: June 18, 2015; September 3, 2015; December 10, 2015; January 18, 2018

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Division Head for Student Success,

~~Safety and Wellness, Dean of Students, a Complaint Manager, or any employee staff member with whom the student is comfortable speaking. A student may choose to report to an employee person of the student's same gendersex. 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. Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review reports according to the appropriate grievance procedure.~~

The Superintendent shall insert into this policy the names, office addresses, email addresses and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ~~At least one of these individuals will be female, and at least one will be male. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

~~Kate Kraft, Assoc. Marni Johnson, Asst. Supt. for Human Resources Student Services~~

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

Email: ~~kate.kraft~~~~marni.johnson~~@d214.org

847.718.7647657

Telephone

Complaint Managers:

Marni Johnson, Asst. Supt. for Student Services

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

marni.johnson@d214.org

847.718.7657

Telephone

Brian Lichtenberger, Employee Relations Supervisor

Name

2121 S. Goebbert Rd.

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

~~Ant District employee Supervisors, Building Principals, or administrators~~ who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. ~~Any employee 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.~~

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

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

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. ~~In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure* 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 third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc.~~ Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary ~~action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.~~

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

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), 2:265 (Sexual Harassment 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

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:

~~Kate Kraft, Assoc. Marni Johnson Asst.~~

Supt. for HR

Name

2121 S. Goebbert Rd.

Address

Arlington Hts., IL 60005

Email: kate.kraftmarni.johnson@d214.org

847.718.76477657

Telephone

Complaint Manager:

Marni Johnson, Asst. Supt. for Student Services

Name

2121 S. Goebbert Rd.

Arlington Hts., IL 60005

Address

marni.johnson@d214.org

Email

847.718.7657

Telephone

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.

a-b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Act of 1972.

b-c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

e-d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

d-e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

e-f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

f-g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

g-h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

h-i. 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), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 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

Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes, but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - ~~a.c.~~ 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - ~~b.d.~~ 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

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

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

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (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)

ADOPTED: December 12, 2013

REVISED: June 18, 2015; March 21, 2019

ITEM: 2020-124
DATE: September 10, 2020
FILE: Calendar

Subject: **2021-2022 School Year and Fiscal Calendars**

BACKGROUND INFORMATION:

Section 10-19 of the Illinois School code requires that the Board of Education annually prepare and submit a calendar for the school term specifying the opening and closing dates and providing for a school term to ensure 176 days of actual pupil attendance. The Board of Education has traditionally established a school term of at least 185 days to ensure compliance with the school code and to allow for the use of emergency days, if required, and provide for teacher institute or in-service days.

ADMINISTRATIVE CONSIDERATIONS:

- 1) Attached is the 2020-21 recommended calendar, which includes up to five legal holidays and eight non-attendance days and two floating holidays.
- 2) Both calendars have 180 student contact days, and 3 Institute Days, and 2 In-Service Days.
- 3) Annually, the district closes all buildings for the workdays between Christmas Day and New Year's Day. Twelve-month Educational Support Personnel, administrators, and supervisors are required to use personal days, vacation days, deduct time, or compensatory time during this week. Custodial and Maintenance personnel are required to work
- 4) The calendars have been reviewed and approved by the Calendar Committee which includes representatives from each employee association.
- 5) The District Executive Committee has also reviewed and approved the calendar.

RECOMMENDED ACTION:

That the Board of Education approve the 2021-2022 school and fiscal calendar as recommended.

att.

DRAFT
2021-2022 SCHOOL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214

Institute Day	Monday, August 9, 2021	Students Not in Attendance
In-Service Day	Tuesday, August 10, 2021	Students Not in Attendance
First Day of Classes – 1 st Quarter	Wednesday, August 11, 2021	
Labor Day	Monday, September 6, 2021	All Buildings Closed
Non-Attendance Day	Tuesday, September 7, 2021	All Buildings Closed
Non-Attendance Day	Thursday, September 16, 2021	All Buildings Closed
End of 1st Quarter	Friday, October 8, 2021	No early dismissal
<hr/>		
Institute Day	Monday, October 11, 2021	Students Not in Attendance
First Day of Classes – 2 nd Quarter	Tuesday, October 12, 2021	
Parent/Teacher Conferences, Evening	Thursday, October 28, 2021	
Non-Attendance Day	Wednesday, November 24, 2021	All Buildings Closed
Thanksgiving Day	Thursday, November 25, 2021	All Buildings Closed
Non-Attendance Day	Friday, November 26, 2021	All Buildings Closed
1 st Semester Final Exams	Dec. 15, 16, 17, 2021	
End of 2nd Quarter/1st Semester	Friday, December 17, 2021	Students dismissed after final exams
Winter Break Begins at Close of Classes	Friday, December 17, 2021	
<hr/>		
In-Service Day	Monday, January 3, 2022	Students Not in Attendance
First Day of Classes – 3 rd Quarter	Tuesday, January 4, 2022	
Martin Luther King, Jr. Day	Monday, January 17, 2022	All Buildings Closed
Non-Attendance Day	Friday, February 18, 2022	Teachers, Students and 10-month Staff Not in Attendance
Presidents' Day, Non-Attendance Day	Monday, February 21, 2022	All Buildings Closed
End of 3rd Quarter	Friday, March 11, 2022	No early dismissal
<hr/>		
First Day of Classes – 4 th Quarter	Monday, March 14, 2022	
Spring Break Begins at Close of Classes	Friday, March 18, 2022	Students dismissed early
Classes Resume After Spring Break	Monday, March 28, 2022	
Non-Attendance Day	Friday, April 15, 2022	All Buildings Closed
Institute Day	Monday, April 18, 2022	Students Not in Attendance
Commencement Exercises	Wednesday, May, 18, 2022	
2 nd Semester Final Exams	May 25, 26, 27, 2022	
End of 2nd Semester/Last Day of Classes	Friday, May 27, 2022	Students dismissed after final Exams
Memorial Day	Monday, May 30, 2022	All Buildings Closed

BOE Approved:

2021-22 SCHOOL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214

Staff Development Week – First-Year Probationary Teachers

Summer, 2021 - District Staff Development Program for First-Year Probationary Teachers
Monday, August 2 – Friday, August 6, 2021
(activities and locations to be determined and communicated to first-year teachers)

Pupil Attendance/Non-Attendance Days

<u>Pupil Attendance Days</u>	<u>Legal Holidays</u>	<u>Non-Attendance Days</u>	<u>Institute/In-Service Days</u>
August 15	-----		August 9, 2021 August 10, 2021
September 19	Labor Day (9/6/21)	September 7, 2021 September 16, 2021	
October 20	-----		October 11, 2021
November 19	Thanksgiving Day (11/25/21)	November 24, 2021 November 26, 2021	
December 13	Christmas Day (12/27/21) - Observed		
January 19	New Year's Day (1/1/22) - Floating Holiday Martin Luther King Day (1/17/22)		January 3, 2022
February 18	-----	February 18, 2022 February 21, 2022	
March 18	-----		
April 19	-----	April 15, 2022	April 18, 2022
May 20	Memorial Day (5/30/22)		
<hr/> 180	<hr/> 6	<hr/> 7	<hr/> 5

Total Number of Days for All Teachers - 185

1st Semester - 89 2nd Semester - 96

	<u>Begin</u>	<u>End</u>	<u># of days</u>
First Quarter	Monday, August 9, 2021	Friday, Friday, Oct. 8, 2021	42 days
Second Quarter	Monday, October 11, 2021	Friday, December 17, 2021	47 days
Third Quarter	Monday, January 3, 2022	Friday, March 11, 2022	47 days
Fourth Quarter	Monday, March 14, 2022	Friday, May 27, 2022	49 days

BOE Approved:

DRAFT
2021-22 FISCAL CALENDAR
July 1, 2021 – June 30, 2022
TOWNSHIP HIGH SCHOOL DISTRICT 214

Summer, 2021 - District Staff Development Week for First-Year Probationary Teachers
Monday, August 2 – Friday, August 6, 2021

(activities and locations to be determined and communicated to first-year teachers)

Independence Day	Sunday, July 4, 2021	All Buildings Closed
Institute Day	Monday, August 9, 2021	Students Not in Attendance
In-Service Day	Tuesday, August 10, 2021	Students Not in Attendance
First Day of Classes	Wednesday, August 11, 2021	
Labor Day	Monday, September 6, 2021	All Buildings Closed
Non-Attendance Day	Tuesday, September 7, 2021	All Buildings Closed
Non-Attendance Day	Thursday, September 16, 2021	All Buildings Closed
End of 1st Quarter	Friday, October 8, 2021	No early dismissal
Institute Day	Monday, October 11, 2021	Students Not in Attendance
First Day of Classes – 2nd Quarter	Tuesday, October 12, 2021	
Parent/Teacher Conferences, Evening	Thursday, October 28, 2021	
Non-Attendance Day	Wednesday, November 24, 2021	All Buildings Closed
Thanksgiving Day	Thursday, November 25, 2021	All Buildings Closed
Non-Attendance Day	Friday, November 26, 2021	All Buildings Closed
End of 2nd Quarter/1st Semester	Friday, December 17, 2021	Students dismissed after final exams
Winter Break Begins at Close of Classes	Friday, December 17, 2021	
Christmas Eve	Friday, December 24, 2021	All Buildings Closed
Christmas Day (Observance)	Monday, December 27, 2021 (observed)	All Buildings Closed
	Tuesday, December 28, 2021	All Buildings Closed ** +
	Wednesday, December 29, 2021	All Buildings Closed ** +
	Thursday, December 30, 2021	All Buildings Closed** +
	Friday, December 31, 2021	All Buildings Closed
New Years Eve	Saturday, January 1, 2022	All Buildings Closed
New Years Day		
In-Service Day	Monday, January 3, 2022	Students Not in Attendance
First Day of Classes – 3rd Quarter	Tuesday, January 4, 2022	
Martin Luther King, Jr. Day	Monday, January 17, 2022	All Buildings Closed
Non-Attendance Day	Friday, February 18, 2022	Teachers, Students and 10-month Staff Not In Attendance
Presidents' Day	Monday, February 21, 2022	All Buildings Closed
End of 3rd Quarter	Friday, March 11, 2022	No early dismissal
First Day of Classes – 4th Quarter	Monday, March 18, 2022	
Spring Break Begins at Close of Classes	Friday, March 18, 2022	Students dismissed early
Non-Attendance Day	Friday, April 15, 2022	All Buildings Closed
Institute Day	Monday, April 18, 2022	Students Not in Attendance
Commencement Exercises	Wednesday, May 18, 2022	
Last Day of Classes	Friday, May 27, 2022	Students dismissed after final exams
Memorial Day	Monday, May 30, 2022	All Buildings Closed
Year-End Debrief for 10-month IMRF staff	Wednesday, June 1, 2022	8:00 – 10:00 am

* Ten-month Educational Support Personnel are required to work 3 Institute/In-service Days (Dates TBD)

** Custodial/Maintenance personnel in attendance.

+ Twelve-month Educational Support Personnel, administrators, and supervisory personnel – charged as vacation, personal, floating holidays, deduct, or compensatory time.

BOE Approved:

DRAFT

**2021-22 FISCAL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214**

Staff Development Week – First-Year Probationary Teachers

Summer, 2021 - District Staff Development Program for First-Year Probationary Teachers

Monday, August 2 – Friday, August 6, 2021

(activities and locations to be determined and communicated to first-year teachers)

Working Days / Holidays (Admin/Supv, ESP, CMA)

Month	<u>WORKING DAYS</u>			<u>PAID HOLIDAYS/NON-ATTENDANCE DAYS</u>		
	10 Mo. ESP	12 Mo. ESP Admin/Supv.	CMA	10 Mo. ESP	12 Mo. ESP Admin/Supv.	CMA
July	0	22	22	--	--	--
August	17	22	22	--	--	--
September	19	19	19	3	3	3
October	21	21	21	0	0	0
November	19	19	19	2	3	3
December	12.5	17	20	1	3	3
January	19	20	20	1	1	1
February	18	19	19	1	1	1
March	18	23	23	--	--	--
April	19	20	20	1	1	1
May	20	21	21	1	1	1
June	.5	22	22	--	--	--
TOTAL	183	245	248	10	13*	13*

NOTE:

- 1) Ten-month Educational Support Personnel are required to work 3 Institute/In-service days (Dates TBD).
- 2) Ten-month Educational Support Personnel are paid for a total of ten holidays/non-attendance days.

*Twelve-month Administrators, Supervisors, Educational Support Personnel, and Custodial Maintenance Personnel will have two (2) floating holidays to equal 15 paid holidays.

BOE Approved:

ITEM: 2020-125
DATE: September 10, 2020
FILE: Budget

Subject: Approval of Expenditure of Funds in an Emergency Situation

BACKGROUND INFORMATION:

The district is facing our next normal in relation to COVID-19. In order to best plan for school and district emergency situations, such as decontamination of property, waste management, damage to structures, or health and safety consultation, multiple scenarios are continually reviewed for both the near future and beyond. Restoration of District 214 facilities to a safe and secure space is of the upmost importance for our students, staff and community that is served. The Board had approved emergency expenditures at its March 19, 2020 meeting for a period of up to 90 days.

ADMINISTRATIVE CONSIDERATIONS:

There is a potential need for deep cleaning supplies, instructional technology for remote learning and additional supports to be able to expedite the use of the facility for academic and co-curricular purposes. The needs of the district's low income population continue to be a consideration in regards to meals or other much needed items. It is currently unknown what the total cost is estimated to be, however the amount requested is up to \$5 million.

RECOMMENDED ACTION:

That the Board of Education authorize the Associate Superintendent for Finance and Operations to approve and sign any contracts or documents related to expenditures of funds in an emergency situation of up to \$5 million for a period of up to 90 days.