

REGULAR MEETING
Wednesday, May 27, 2026 5:00 PM

Gurnee School District 56 Board Room
3706 Florida Avenue
Gurnee, Illinois 60031

Agenda

A. ROUTINE

A.1. **Call to Order** - The President of the Board of Education will call the meeting to order and will ask those in attendance to join him in reciting the Pledge of Allegiance.

Presenter: Board President

A.2. **Recognition of a Graduating Student from Laremont School**

Presenter: Dr. Correa

A.3. **Recognition of Track Students**

Presenter: Dr. Correa

A.4. **Approval of the Minutes of the Regular Meeting of the Board of Education on April 22, 2026.**

Presenter: Board President

A.5. **May Financial Reports**

Presenter: Mr. Da Costa

A.5.a. **Financial Summary Report**

A.5.b. **Treasurer's Report**

A.5.c. **Investment Report**

A.5.d. **Revenue Report**

A.5.e. **Expenditure Report**

A.5.f. **Activity Fund Report**

A.5.g. **Revised Bills for Payment for April**

A.5.h. **Bills for Payment for May**

A.6. **Public Participation** - Public Participation is the time during the meeting when anyone who wishes to address the Board may do so. The Board of Education welcomes public comment and encourages patrons to participate in District 56 Board meetings. Patrons who wish to address the Board are asked to state the following:

- Name and address of participant,
- Group affiliation if and when appropriate, and
- Item to be addressed.

Presenter: Board President

B. REPORT OF THE SUPERINTENDENT

Presenter: Dr. Correa

B.1. **District Highlights**

Presenter: Dr. Correa

B.2. **Gurnee District 56 Teacher of the Year**

Presenter: Dr. Correa

B.3. **Verna Rocheleau Service Award**

Presenter: Dr. Correa

B.4. Boys and Girls Club Update

Presenter: Ms. Torres

B.5. Department Updates

Presenter: Dr. Correa

B.6. Triple I Conference

Presenter: Dr. Correa

B.7. Professional Leave and Conferences

Presenter: Dr. Correa

B.8. Freedom of Information Act (FOIA) Request

Presenter: Dr. Correa

B.9. Freedom of Information Act (FOIA) Request

Presenter: Dr. Correa

B.10. Freedom of Information Act (FOIA) Request

Presenter: Dr. Correa

B.11. Freedom of Information Act (FOIA) Request

Presenter: Dr. Correa

B.12. Freedom of Information Act (FOIA) Request

Presenter: Dr. Correa

C. OLD BUSINESS

Presenter: Dr. Correa

C.1. Second Reading Board Policy Monitoring

Presenter: Dr. Correa

D. NEW BUSINESS

Presenter: Dr. Correa

D.1. First Reading Board Policy Monitoring

Presenter: Dr. Correa

D.2. First Reading Board Policies Issue 121 March 2026

Presenter: Dr. Correa

D.3. 2025 Levy and Tax Extension

Presenter: Mr. Da Costa

D.4. Post-Issuance Tax Compliance Report

Presenter: Mr. Da Costa

D.5. Boys & Girls Club Great Futures Academy Partnership Agreement

Presenter: Dr. Correa

D.6. Potential Source of Income

Presenter: Dr. Correa

D.7. Strategic Plan Partnership with AASA

Presenter: Dr. Correa

D.8. Provision of Special Education Services to Students Enrolled in Private Schools (Proportionate Share)

Presenter: Mrs. Solomon

D.9. Reciprocal Reporting System Agreement – Lake County Sheriff's Department

Presenter: Mrs. Solomon

D.10. Consent Agenda

Presenter: Dr. Correa

D.11. **Public Comment** - The Board of Education has reserved this time to provide patrons an opportunity to comment on any business conducted by the Board during this evening's meeting.

Presenter: Board President

E. **CLOSED SESSION**

E.1. A closed session of the Board of Education will convene on May 27, 2026, in the Board Room of the District Office located at 3706 Florida Avenue, Gurnee. The closed session will be held pursuant to 5 ILCS 120/2(c)(1) personnel, (9) student discipline, (10) student information, (11) potential litigation, and (21) discussion of minutes.

Presenter: Board President

F. **OPEN SESSION**

F.1. **Personnel** - The Board will formally act on personnel recommendations from the Superintendent.

Presenter: Dr. Correa

- F.1.a. **Klyde Austria** - Resignation
- F.1.b. **Kenya Carter** - Resignation
- F.1.c. **Andrew Gonzalez** - Resignation
- F.1.d. **Isabel Iniguez** - Resignation
- F.1.e. **Andrew Magosky** - Resignation
- F.1.f. **Alexander Runyard** - Resignation
- F.1.g. **Margaret Smith** - Resignation
- F.1.h. **Kimberly Steele** - Resignation
- F.1.i. **Lydia Scher** - Intent to Retire
- F.1.j. **Nicholas Streicher** - Intent to Retire
- F.1.k. **Laura Liphardt** - FMLA
- F.1.l. **Johanna Quintero** - FMLA
- F.1.m. **Jennifer Barrera** - New Hire
- F.1.n. **Beatrice Bedolla** - New Hire
- F.1.o. **Theresa Carpentier** - New Hire
- F.1.p. **Joshua Coon** - New Hire
- F.1.q. **Emily Jacobs** - New Hire
- F.1.r. **Michelle Lazar** - New Hire
- F.1.s. **Cuauhtemoc Mendez** - New Hire
- F.1.t. **Madeline Zizzo** - New Hire
- F.1.u. **Summer Custodial Workers**
- F.1.v. **Summer Technology Workers**

F.2. **Closed Session Minutes** - The Board will formally act on closed session minutes for April 22, 2026.

Presenter: Dr. Correa

F.3. **Adjournment**

Presenter: Board President

FINANCIAL SUMMARY REPORT

May 27, 2026

Treasurer's Report

Cash on Hand – \$20,204,018.09

Revenue Report

<u>2025-2026 Budget</u>	<u>April Revenue</u>	<u>2025-2026 YTD Revenue</u>	<u>2025-2026 YTD %</u>	<u>Unreceived Balance</u>
\$41,706,974.68	\$1,218,941.17	\$22,332,945.74	53.55%	\$19,374,028.94

Expenditure Report

<u>2025-2026 Budget</u>	<u>April Activity</u>	<u>2025-2026 YTD Activity</u>	<u>2025-2026 YTD %</u>	<u>Encumbered Balance</u>	<u>Unencumbered Balance</u>
\$45,601,223.77	\$2,854,098.88	\$36,552,817.02	80.16%	\$11,239.24	\$9,037,167.51

Student Activity Fund Report

<u>Monthly Beginning Balance</u>	<u>April Revenues</u>	<u>April Expenditures</u>	<u>Monthly Ending Balance</u>
\$124,159.20	\$11,306.81	\$9,182.15	\$126,283.86

Revised Bills for Payment Report

	<u>April Balance Sheet</u>	<u>April Revenue</u>	<u>April Expense</u>	<u>Total</u>
Fund Summary Totals	\$484,692.18	\$20.00	\$1,086,515.96	\$1,571,228.14

Bills for Payment Report

	<u>May Balance Sheet</u>	<u>May Revenue</u>	<u>May Expense</u>	<u>Total</u>
Fund Summary Totals	\$616,511.40	\$0.00	\$1,278,456.39	\$1,894,967.79

Gurnee School District #56
Treasurer's Report as of April 30, 2026

Fund Name	Fund/Cash Balance 3/31/26	Actual Cash Balance 3/31/26	Cash Receipts This Month	Cash Disburse This Month	Fund/Cash Balance 4/30/26	Actual Cash Balance 4/30/26
Education	\$5,714,628.50	\$12,622,718.22	\$645,833.45	\$2,418,188.62	\$3,942,273.33	\$10,850,363.05
Oper/Maint	\$452,898.06	\$930,832.56	\$0.00	\$205,879.86	\$247,018.20	\$724,952.70
Debt Service	-\$661,367.03	-\$650,905.55	\$0.00	\$7,976.68	-\$669,343.71	-\$658,882.23
Transportation	-\$400,427.30	\$668,275.76	\$423,027.82	\$183,477.94	-\$160,877.42	\$907,825.64
Retirement	-\$47,258.56	\$676,075.73	\$12,845.72	\$63,680.67	-\$98,093.51	\$625,240.78
Capital Projects	-\$7,344,338.58	\$9,172.72	\$13,659.58	(\$28,666.93)	-\$7,302,012.07	\$51,499.23
Working Cash	-\$113,680.20	\$7,476,570.62	\$123,574.60	\$0.00	\$9,894.40	\$7,600,145.22
Tort	\$172,005.07	\$497,980.72	\$0.00	\$3,562.04	\$168,443.03	\$494,418.68
Fire/Prevention & Safety	\$4,403.77	\$14,403.77	\$0.00	\$0.00	\$4,403.77	\$14,403.77

Sub-total

-	\$2,223,136.27	\$22,245,124.55	\$1,218,941.17	\$2,854,098.88	-\$3,858,293.98	\$20,609,966.84
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Petty Cash

<u>Imprest Account</u>	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00
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Grand Totals	-\$2,219,636.27	\$22,245,124.55	\$1,218,941.17	\$2,854,098.88	-\$3,854,793.98	\$20,609,966.84
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Checking Accounts

		<u>4/30/26</u>
Money Market	\$	3,086,686.82
Payroll Account	\$	-
Board Account	\$	-
Investment Account	\$	17,117,331.27
Total	\$	20,204,018.09



Master Total Portfolio Report

Report as of 4/30/2026

PTMA Financial Solutions
2135 City Gate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Gurnee School District #56 (10247-0101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
LIQ		04/30/2026			LIQ Balance	\$3,735,441.56	\$3,735,441.56	
MAX		04/30/2026			MAX Balance	\$754,398.30	\$754,398.30	
CD	CD-1381657-1	06/13/2025	05/21/2026	29209	NexBank	\$240,600.00	\$249,938.81	4.143
CD	CD-1381658-1	06/13/2025	05/21/2026	5496	Cornerstone Bank	\$240,600.00	\$249,890.34	4.121
CD	CD-1381659-1	06/13/2025	05/21/2026	29147	NorthEast Community Bank	\$240,800.00	\$249,861.15	4.016
CD	CD-1381660-1	06/13/2025	05/21/2026	34444	Customers Bank	\$240,800.00	\$249,865.95	4.018
CD	CD-1381661-1	06/13/2025	05/21/2026	30387	FirstBank Puerto Rico	\$240,900.00	\$249,928.80	4.000
CD	CD-1381662-1	06/13/2025	05/21/2026	34607	First Internet Bank of Indiana	\$240,700.00	\$249,942.04	4.098
CD	CD-1381682-1	06/13/2025	05/21/2026	58626	GBank	\$240,500.00	\$249,784.22	4.120
TS	TS-1389307-1	10/03/2025	05/29/2026		ISDLAF TERM SERIES	\$1,000,000.00	\$1,023,800.00	3.650
CD	CD-1390274-1	10/22/2025	06/03/2026	57512	Western Alliance Bank	\$1,000,000.00	\$1,021,909.04	3.570
CD	CD-1388573-1	09/22/2025	06/04/2026	58481	First Bank	\$243,700.00	\$249,911.51	3.648
CD	CD-1388574-1	09/22/2025	06/04/2026	3387	FirstBank Southwest	\$243,400.00	\$249,934.04	3.842
CD	CD-1391236-1	11/17/2025	06/18/2026	35497	Quaint Oak Bank	\$244,600.00	\$249,854.39	3.681
CD	CD-1391237-1	11/17/2025	06/18/2026	33653	Bank of China	\$244,200.00	\$249,841.80	3.959
CD	CD-1391238-1	11/17/2025	06/18/2026	23749	Mission National Bank	\$244,600.00	\$249,799.27	3.643
CD	CD-1391239-1	11/17/2025	06/18/2026	57512	Western Alliance Bank	\$1,866,600.00	\$1,905,661.44	3.586
CD	CD-1392765-1	12/10/2025	12/17/2026	21805	First State Bank of DeQueen	\$240,500.00	\$249,737.53	3.769
CD	CD-1392766-1	12/10/2025	12/17/2026	58534	Solera National Bank	\$240,700.00	\$249,745.07	3.687
CD	CD-1392767-1	12/10/2025	12/17/2026	68588	Consumers Credit Union	\$240,600.00	\$249,844.81	3.770
CD	CD-1392768-1	12/10/2025	12/17/2026	32541	Flagstar Bank, National Association	\$241,000.00	\$249,903.79	3.625
CD	CD-1392769-1	12/10/2025	12/17/2026	58234	Pacific Alliance Bank	\$240,000.00	\$248,928.00	3.650
Sub Totals →						\$12,464,639.86	\$12,687,921.86	

Gurnee School District #56 (10247-0204 - Working Cash Bonds 2023)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
LIQ		04/30/2026			LIQ Balance	\$2.16	\$2.16	
MAX		04/30/2026			MAX Balance	\$4,652,689.25	\$4,652,689.25	
Sub Totals →						\$4,652,691.41	\$4,652,691.41	
Totals →						\$17,117,331.27	\$17,340,613.27	

Time and Dollar Weighted Average Portfolio Yield: 3.70%

Weighted Average Portfolio Maturity: 65.51 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using “Market Value” and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
CD	41.37	\$7,174,282.00	Certificate of Deposit
TS	5.90	\$1,023,800.00	Term Series
LIQ	21.54	\$3,735,443.72	LIQ Account
MAX	31.18	\$5,407,087.55	MAX Account

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Cost is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

Rate is the average monthly yield for pool investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par/Shares is the amount received at maturity for fixed rate investments or the balance at statement date for pool investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at “Cost” for fixed term investments or the balance at statement date for pool investments.

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series

FDTLOC	FUNC	OBJ	SJ	FUNCTION	2025-26 BUDGET	April 2025-26 REVENUE	2025-26 YTD REVENUE	2025-26 YTD %	UNRECEIVED BALANCE
10----	----	----	--	EDUCATIONAL FUND	30,066,563.40	645,833.45	16,471,277.26	54.78	13,595,286.14
11----	----	----	--	NO LONGER USED					
20----	----	----	--	OPER & MAINT FUND	2,920,643.99		1,170,217.92	40.07	1,750,426.07
30----	----	----	--	DEBT SERVICE	4,131,009.37		1,789,630.25	43.32	2,341,379.12
40----	----	----	--	TRANSPORTATION FUND	2,620,198.66	423,027.82	1,580,093.65	60.30	1,040,105.01
50----	----	----	--	RETIREMENT FUND	939,442.03	12,845.72	426,290.42	45.38	513,151.61
60----	----	----	--	CAPITAL PROJECTS	300,000.00	13,659.58	157,360.94	52.45	142,639.06
70----	----	----	--	WORKING CASH FUND	265,247.30	123,574.60	507,217.54	191.22	-241,970.24
80----	----	----	--	TORT IMMUNITY FUND	463,869.93		230,857.76	49.77	233,012.17
90----	----	----	--	FIRE PREVENTION & SAFETY					
Grand Revenue Totals					41,706,974.68	1,218,941.17	22,332,945.74	53.55	19,374,028.94

Number of Accounts: 262

***** End of report *****

					2025-26	April 2025-26	2025-26	2025-26	ENCUMBERED	UNENCUMBERED	
FDTLOC	FUNC	OBJ	SJ	FUND	BUDGET	ACTIVITY	YTD ACTIVITY	YTD %	BALANCE	BALANCE	
10----	----	----	--	-----	EDUCATIONAL FUND	30,543,492.87	2,418,188.62	26,066,059.82	85.34	10,642.27	4,466,790.78
11----	----	----	--	-----	NO LONGER USED						
20----	----	----	--	-----	OPER & MAINT FUND	2,695,047.90	205,879.86	2,258,885.25	83.82	596.97	435,565.68
30----	----	----	--	-----	DEBT SERVICE	4,353,720.00	7,976.68	3,395,379.89	77.99		958,340.11
40----	----	----	--	-----	TRANSPORTATION FUND	2,713,845.00	183,477.94	1,815,989.10	66.92		897,855.90
50----	----	----	--	-----	RETIREMENT FUND	931,118.00	63,680.67	741,584.14	79.64		189,533.86
60----	----	----	--	-----	CAPITAL PROJECTS	3,788,000.00	-28,666.93	1,853,870.39	48.94		1,934,129.61
70----	----	----	--	-----	WORKING CASH FUND	200,000.00					200,000.00
80----	----	----	--	-----	TORT IMMUNITY FUND	376,000.00	3,562.04	421,048.43	111.98		-45,048.43
90----	----	----	--	-----	FIRE PREVENTION & SAFETY FUND						
Grand Expense Totals					45,601,223.77	2,854,098.88	36,552,817.02	80.16	11,239.24	9,037,167.51	

Number of Accounts: 3256

***** End of report *****

GURNEE SCHOOL DIST #56

STUDENT ACTIVITY FUND APRIL

ACCOUNT	MONTHLY BEG. BALANCE	REVENUES APRIL	EXPENDITURES APRIL	MONTHLY ENDING BALANCE	6-30-25 BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES
DO-FACULTY/PTO ACCOUNT	\$2,609.68	\$912.00	\$0.00	\$3,521.68	\$734.68	\$10,899.76	\$8,100.54
DO-DESTINATION IMAGINATION	\$5,016.25	\$0.00	\$0.00	\$5,016.25	\$5,016.25	\$0.00	\$0.00
DO-J. CALLAGHAN TRUST FUND	\$2,019.04	\$0.00	\$25.99	\$1,993.05	\$685.76	\$2,000.00	\$692.70
SPL-STUD. PROG.	\$5,535.61	\$24.50	\$0.00	\$5,560.11	\$3,335.22	\$10,432.90	\$8,208.01
SPL-LRC	\$3,434.04	\$0.00	\$551.60	\$2,882.44	\$3,422.56	\$2,368.23	\$2,927.11
SPL-BOOK VENDING MACHINE	\$692.85	\$0.00	\$0.00	\$692.85	\$692.85	\$0.00	\$0.00
SPL-PTO	\$2,628.69	\$0.00	\$0.00	\$2,628.69	\$1,428.81	\$1,244.61	\$44.73
SPL-DONUTS WITH GROWNUPS	\$1,015.63	\$0.00	\$0.00	\$1,015.63	\$864.37	\$1,400.00	\$1,248.74
PT-STUD. PROG.	\$15,487.97	\$0.00	\$2,717.64	\$12,770.33	\$14,381.26	\$7,231.50	\$8,842.43
PT-DRAMA/CHORAL	\$1,245.74	\$0.00	\$917.85	\$327.89	\$1,717.82	\$0.00	\$1,389.93
PT-LRC	\$5,850.99	\$3,020.04	\$648.64	\$8,222.39	\$4,073.65	\$8,710.87	\$4,562.13
PT-SSC	\$1,976.27	\$5.80	\$0.00	\$1,982.07	\$2,468.63	\$35.10	\$550.96
PT-AMER. GIRLS CLUB	(\$23.70)	\$0.00	\$0.00	(\$23.70)	\$109.16	\$0.00	\$132.86
PT-SCIENCE CLUB	\$201.77	\$0.00	\$0.00	\$201.77	\$201.77	\$0.00	\$0.00
PT-PTO	\$698.41	\$0.00	\$0.00	\$698.41	\$698.41	\$0.00	\$0.00
PT-GREAT AMERICANS	\$6,264.44	\$4,116.00	\$380.77	\$9,999.67	\$7,472.60	\$4,816.87	\$2,289.80
PT-YEARBOOK	(\$443.00)	\$0.00	\$0.00	(\$443.00)	\$1,549.45	\$17.00	\$2,009.45
VIK-STUD. PROG.	\$2,074.81	\$0.00	\$76.20	\$1,998.61	\$2,152.61	\$1,587.00	\$1,741.00
VIK-LRC	\$39.47	\$0.00	\$0.00	\$39.47	\$17.99	1,639.24	\$1,617.76
VIK-SSC	\$1,523.26	\$0.00	\$0.00	\$1,523.26	\$763.24	\$1,305.02	\$545.00
VIK-DRAMA	\$14,705.31	\$0.00	\$1,765.65	\$12,939.66	\$14,326.22	\$7,967.00	\$9,353.56
VIK-YEARBOOK	\$2,784.72	\$0.00	\$0.00	\$2,784.72	\$2,249.72	\$535.00	\$0.00
VIK-8TH GRADE	\$8,656.82	\$2,695.00	\$1,473.14	\$9,878.68	\$9,935.94	\$8,129.00	\$8,186.26
VIK-NAT'L JR HON SOC	\$0.00	\$0.00	\$0.00	\$0.00	\$385.00	\$0.00	\$385.00
VIK-ATHLETIC PARENT	\$9,909.95	\$0.00	\$0.00	\$9,909.95	\$2,046.45	\$8,472.00	\$608.50
VIK-CHORAL	\$410.20	\$0.00	\$0.00	\$410.20	\$410.20	\$0.00	\$0.00
VIK-PTO	\$3,733.71	\$0.00	\$0.00	\$3,733.71	\$2,938.85	\$794.86	\$0.00
RT-STUD.PROG.	\$4,578.94	\$29.00	\$352.75	\$4,255.19	\$4,760.26	\$3,010.00	\$3,515.07
RT-LRC	\$3,318.85	\$0.00	\$271.92	\$3,046.93	\$1,784.37	\$1,609.12	\$346.56
RT-NAT'L JR HON SOC	\$244.73	\$0.00	\$0.00	\$244.73	\$186.73	\$256.00	\$198.00
RT-SSC	\$3,268.33	\$0.00	\$0.00	\$3,268.33	\$3,551.32	\$704.00	\$986.99
RT-GREAT AMERICANS	\$3,384.91	\$0.00	\$0.00	\$3,384.91	\$2,632.97	\$1,765.00	\$1,013.06
RT-PTO	\$704.63	\$0.00	\$0.00	\$704.63	\$704.63	\$0.00	\$0.00
RT-CHOIR	\$169.51	\$0.00	\$0.00	\$169.51	\$46.00	\$314.71	\$191.20
RT-ART CLUB	\$621.81	\$0.00	\$0.00	\$621.81	\$621.81	\$0.00	\$0.00
RT-YEARBOOK	\$1,998.70	\$210.00	\$0.00	\$2,208.70	\$552.25	\$1,656.45	\$0.00
INTEREST EARNED/EXP	\$7,819.86	\$294.47	\$0.00	\$8,114.33	\$5,312.03	\$2,802.30	\$0.00
MONTHLY TOTALS	\$124,159.20	\$11,306.81	\$9,182.15	\$126,283.86	\$104,231.84	\$91,703.54	\$69,687.35

POST		ACCOUNT						INVOICE	INVOICE	INVOICE	CHECK BANK		AMOUNT
DATE	VENDOR	NUMBER						DESCRIPTION	NUMBER	DATE	NUMBER	CODE	
04/10/2026	GURNEE SCHOOL DISTRI	10L000	4560	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500366	9 PAYROLL	200.00
04/10/2026	GURNEE SCHOOL DISTRI	10L000	4560	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500366	9 PAYROLL	1,167.04
Totals for 202500366													1,367.04
04/24/2026	GURNEE SCHOOL DISTRI	10L000	4560	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	202500396	9 PAYROLL	200.00
04/24/2026	GURNEE SCHOOL DISTRI	10L000	4560	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	202500396	9 PAYROLL	1,135.04
Totals for 202500396													1,335.04
Totals for GURNEE SCHOOL DISTRICT 56													2,702.08
04/10/2026	FIFTH THIRD BANK	10L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	43,987.94
04/10/2026	FIFTH THIRD BANK	20L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	2,247.17
04/10/2026	FIFTH THIRD BANK	40L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	861.19
04/10/2026	FIFTH THIRD BANK	10L000	4570	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	4,758.35
04/10/2026	FIFTH THIRD BANK	20L000	4570	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	1,984.70
04/10/2026	FIFTH THIRD BANK	40L000	4570	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	1,588.88
04/10/2026	FIFTH THIRD BANK	10L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	199.69
04/10/2026	FIFTH THIRD BANK	40L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	121.68
04/10/2026	FIFTH THIRD BANK	10L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	2,464.23
04/10/2026	FIFTH THIRD BANK	20L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	145.00
04/10/2026	FIFTH THIRD BANK	40L000	4520	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	140.00
04/10/2026	FIFTH THIRD BANK	10L000	4580	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	9,011.80
04/10/2026	FIFTH THIRD BANK	20L000	4580	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	464.17
04/10/2026	FIFTH THIRD BANK	40L000	4580	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	202500367	9 PAYROLL	371.55
04/10/2026	FIFTH THIRD BANK	50L000	4570	0000	00	000000		Payroll accrual	20260410AF	04/10/2026	202500367	9 PAYROLL	8,331.93
04/10/2026	FIFTH THIRD BANK	50L000	4580	0000	00	000000		Payroll accrual	20260410AF	04/10/2026	202500367	9 PAYROLL	9,847.52
Totals for 202500367													86,525.80
04/10/2026	FIFTH THIRD BANK	10L000	4520	0000	00	000000		Payroll accrual	20260410BD	04/10/2026	202500375	9 PAYROLL	-213.54
04/10/2026	FIFTH THIRD BANK	10L000	4580	0000	00	000000		Payroll accrual	20260410BD	04/10/2026	202500375	9 PAYROLL	-40.24
04/10/2026	FIFTH THIRD BANK	50L000	4580	0000	00	000000		Payroll accrual	20260410BF	04/10/2026	202500375	9 PAYROLL	-40.24
Totals for 202500375													-294.02
04/10/2026	FIFTH THIRD BANK	10L000	4520	0000	00	000000		Payroll accrual	20260410CD	04/10/2026	202500379	9 PAYROLL	41.74
04/10/2026	FIFTH THIRD BANK	10L000	4580	0000	00	000000		Payroll accrual	20260410CD	04/10/2026	202500379	9 PAYROLL	17.04
04/10/2026	FIFTH THIRD BANK	50L000	4580	0000	00	000000		Payroll accrual	20260410CF	04/10/2026	202500379	9 PAYROLL	17.04
Totals for 202500379													75.82
04/10/2026	FIFTH THIRD BANK	10L000	4570	0000	00	000000		Payroll accrual	20260410BD	04/10/2026	202500389	9 PAYROLL	-101.93

POST		ACCOUNT						INVOICE	INVOICE	INVOICE	CHECK BANK		AMOUNT
DATE	VENDOR	NUMBER						DESCRIPTION	NUMBER	DATE	NUMBER	CODE	
04/30/2026	ILLINOIS MUNICIPAL R	10L000	4540	0000	00	000000		Payroll accrual	20260410BD	04/10/2026	202500391	9 PAYROLL	-73.98
04/30/2026	ILLINOIS MUNICIPAL R	50L000	4540	0000	00	000000		Payroll accrual	20260410BF	04/10/2026	202500391	9 PAYROLL	-147.14
Totals for 202500391													-221.12
04/30/2026	ILLINOIS MUNICIPAL R	10L000	4540	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	202500399	9 PAYROLL	3,600.91
04/30/2026	ILLINOIS MUNICIPAL R	20L000	4540	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	202500399	9 PAYROLL	1,462.47
04/30/2026	ILLINOIS MUNICIPAL R	40L000	4540	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	202500399	9 PAYROLL	1,808.59
04/30/2026	ILLINOIS MUNICIPAL R	50L000	4540	0000	00	000000		Payroll accrual	20260424AF	04/24/2026	202500399	9 PAYROLL	13,667.51
Totals for 202500399													20,539.48
Totals for ILLINOIS MUNICIPAL RETIREMENT													37,379.98
04/24/2026	NCPERS GROUP LIFE IN	20L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361427	9 PAYROLL	8.00
04/24/2026	NCPERS GROUP LIFE IN	40L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361427	9 PAYROLL	8.00
04/24/2026	NCPERS GROUP LIFE IN	20L000	4590	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	361427	9 PAYROLL	8.00
04/24/2026	NCPERS GROUP LIFE IN	40L000	4590	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	361427	9 PAYROLL	8.00
Totals for 361427													32.00
Totals for NCPERS GROUP LIFE INS.													32.00
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361428	9 PAYROLL	8,260.13
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260410BD	04/10/2026	361428	9 PAYROLL	-50.51
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	361428	9 PAYROLL	8,209.62
Totals for 361428													16,419.24
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260327BD	03/27/2026	361431	9 PAYROLL	-28.01
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260327CD	03/27/2026	361431	9 PAYROLL	28.01
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361431	9 PAYROLL	1,120.09
04/24/2026	AFT LOCAL 504	20L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361431	9 PAYROLL	509.93
04/24/2026	AFT LOCAL 504	10L000	4590	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	361431	9 PAYROLL	1,120.09
04/24/2026	AFT LOCAL 504	20L000	4590	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	361431	9 PAYROLL	509.93
Totals for 361431													3,260.04
Totals for AFT LOCAL 504													19,679.28
04/24/2026	NEW YORK LIFE INSURA	10L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361429	9 PAYROLL	775.10
04/24/2026	NEW YORK LIFE INSURA	20L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361429	9 PAYROLL	50.00
04/24/2026	NEW YORK LIFE INSURA	40L000	4590	0000	00	000000		Payroll accrual	20260410AD	04/10/2026	361429	9 PAYROLL	42.74
04/24/2026	NEW YORK LIFE INSURA	10L000	4590	0000	00	000000		Payroll accrual	20260424AD	04/24/2026	361429	9 PAYROLL	775.10

POST	ACCOUNT			INVOICE	INVOICE	INVOICE	CHECK BANK		
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT	
Totals for STATE DISBURSEMENT UNIT									1,081.08
04/10/2026	TEACHER 457 SAVINGS	10L000 4590 0000 00 000000	Payroll accrual	20260410AD	04/10/2026	202500373 9	PAYROLL	150.00	
04/10/2026	TEACHER 457 SAVINGS	10L000 4590 0000 00 000000	Payroll accrual	20260410AD	04/10/2026	202500373 9	PAYROLL	885.10	
04/10/2026	TEACHER 457 SAVINGS	10L000 4590 0000 00 000000	Payroll accrual	20260410AD	04/10/2026	202500373 9	PAYROLL	670.13	
Totals for 202500373									1,705.23
04/24/2026	TEACHER 457 SAVINGS	10L000 4590 0000 00 000000	Payroll accrual	20260424AD	04/24/2026	202500403 9	PAYROLL	150.00	
04/24/2026	TEACHER 457 SAVINGS	10L000 4590 0000 00 000000	Payroll accrual	20260424AD	04/24/2026	202500403 9	PAYROLL	886.78	
04/24/2026	TEACHER 457 SAVINGS	10L000 4590 0000 00 000000	Payroll accrual	20260424AD	04/24/2026	202500403 9	PAYROLL	670.13	
Totals for 202500403									1,706.91
Totals for TEACHER 457 SAVINGS									3,412.14
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410AD	04/10/2026	202500370 9	PAYROLL	50,535.40	
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410AF	04/10/2026	202500370 9	PAYROLL	2,124.56	
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410AF	04/10/2026	202500370 9	PAYROLL	3,258.06	
Totals for 202500370									55,918.02
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410BD	04/10/2026	202500377 9	PAYROLL	-270.00	
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410BF	04/10/2026	202500377 9	PAYROLL	-17.40	
Totals for 202500377									-287.40
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410CD	04/10/2026	202500381 9	PAYROLL	126.00	
04/10/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260410CF	04/10/2026	202500381 9	PAYROLL	8.12	
Totals for 202500381									134.12
04/24/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260424AD	04/24/2026	202500400 9	PAYROLL	51,043.27	
04/24/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260424AF	04/24/2026	202500400 9	PAYROLL	2,211.16	
04/24/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260424AF	04/24/2026	202500400 9	PAYROLL	3,289.52	
Totals for 202500400									56,543.95
04/24/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260424BD	04/24/2026	202500407 9	PAYROLL	275.53	
04/24/2026	TEACHERS' RETIREMENT	10L000 4590 0000 00 000000	Payroll accrual	20260424BF	04/24/2026	202500407 9	PAYROLL	17.76	
Totals for 202500407									293.29
Totals for TEACHERS' RETIREMENT SYSTEM									112,601.98

POST				ACCOUNT				INVOICE		INVOICE		INVOICE		CHECK BANK		
DATE	VENDOR			NUMBER				DESCRIPTION		NUMBER	DATE	NUMBER	CODE			AMOUNT
04/10/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260410AD	04/10/2026	202500371	9	PAYROLL		4,398.78
04/10/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260410AF	04/10/2026	202500371	9	PAYROLL		3,760.51
															Totals for 202500371	8,159.29
04/10/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260410BD	04/10/2026	202500378	9	PAYROLL		-27.00
04/10/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260410BF	04/10/2026	202500378	9	PAYROLL		-20.10
															Totals for 202500378	-47.10
04/10/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260410CD	04/10/2026	202500382	9	PAYROLL		12.60
04/10/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260410CF	04/10/2026	202500382	9	PAYROLL		9.38
															Totals for 202500382	21.98
04/24/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260424AD	04/24/2026	202500401	9	PAYROLL		4,449.63
04/24/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260424AF	04/24/2026	202500401	9	PAYROLL		3,799.96
															Totals for 202500401	8,249.59
04/24/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260424BD	04/24/2026	202500408	9	PAYROLL		27.55
04/24/2026	TEACHERS'	HEALTH	INS	10L000	4590	0000	00	000000	Payroll accrual	20260424BF	04/24/2026	202500408	9	PAYROLL		20.51
															Totals for 202500408	48.06
															Totals for TEACHERS' HEALTH INSURANCE	16,431.82
04/10/2026	WISCONSIN	DEPARTMENT		10L000	4530	0000	00	000000	Payroll accrual	20260410AD	04/10/2026	202500372	9	PAYROLL		1,937.13
04/10/2026	WISCONSIN	DEPARTMENT		20L000	4530	0000	00	000000	Payroll accrual	20260410AD	04/10/2026	202500372	9	PAYROLL		60.22
04/10/2026	WISCONSIN	DEPARTMENT		40L000	4530	0000	00	000000	Payroll accrual	20260410AD	04/10/2026	202500372	9	PAYROLL		23.19
															Totals for 202500372	2,020.54
04/24/2026	WISCONSIN	DEPARTMENT		10L000	4530	0000	00	000000	Payroll accrual	20260424AD	04/24/2026	202500402	9	PAYROLL		1,977.12
04/24/2026	WISCONSIN	DEPARTMENT		20L000	4530	0000	00	000000	Payroll accrual	20260424AD	04/24/2026	202500402	9	PAYROLL		26.58
04/24/2026	WISCONSIN	DEPARTMENT		40L000	4530	0000	00	000000	Payroll accrual	20260424AD	04/24/2026	202500402	9	PAYROLL		73.62
															Totals for 202500402	2,077.32
															Totals for WISCONSIN DEPARTMENT OF REVEN	4,097.86
															Totals for BNK09	479,093.17
															Totals for checks	479,093.17

F U N D S U M M A R Y

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	383,464.37	0.00	0.00	383,464.37
20	OPER & MAINT FUND	17,402.43	0.00	0.00	17,402.43
40	TRANSPORTATION FUND	14,545.70	0.00	0.00	14,545.70
50	RETIREMENT FUND	63,680.67	0.00	0.00	63,680.67
***	Fund Summary Totals ***	479,093.17	0.00	0.00	479,093.17

***** End of report *****

F U N D S U M M A R Y

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	389,063.38	20.00	838,769.43	1,227,852.81
20	OPER & MAINT FUND	17,402.43	0.00	121,255.81	138,658.24
30	DEBT SERVICE	0.00	0.00	7,976.68	7,976.68
40	TRANSPORTATION FUND	14,545.70	0.00	98,844.05	113,389.75
50	RETIREMENT FUND	63,680.67	0.00	0.00	63,680.67
60	CAPITAL PROJECTS	0.00	0.00	16,107.95	16,107.95
80	TORT IMMUNITY FUND	0.00	0.00	3,562.04	3,562.04
***	Fund Summary Totals ***	484,692.18	20.00	1,086,515.96	1,571,228.14

***** End of report *****

POST		ACCOUNT	INVOICE	INVOICE	INVOICE	CHECK	BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
05/18/2026	BONNIE BROOK GOLF CO	10E000 2310 4100 00 910008	END OF THE YEAR CELEBRATION MAY 2026 . INV.4055	IMPREST	05/18/2026	1017 3	IMPREST	4,212.00
							Totals for 1017	4,212.00
							Totals for BONNIE BROOK GOLF COURSE	4,212.00
05/05/2026	HERNANDEZ	10E000 2310 4100 00 910008	SPL STAFF LUNCH TEACHER APPRECIATION WEEK	IMPREST	05/05/2026	1016 3	IMPREST	570.00
							Totals for 1016	570.00
							Totals for HERNANDEZ	570.00
							Totals for BNK03	4,782.00
05/08/2026	GURNEE SCHOOL DISTRI	10L000 4560 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500413 9	PAYROLL	200.00
05/08/2026	GURNEE SCHOOL DISTRI	10L000 4560 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500413 9	PAYROLL	1,107.04
							Totals for 202500413	1,307.04
							Totals for GURNEE SCHOOL DISTRICT 56	1,307.04
05/08/2026	FIFTH THIRD BANK	10L000 4520 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	46,175.82
05/08/2026	FIFTH THIRD BANK	20L000 4520 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	2,538.39
05/08/2026	FIFTH THIRD BANK	40L000 4520 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	2,407.05
05/08/2026	FIFTH THIRD BANK	10L000 4570 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	6,059.10
05/08/2026	FIFTH THIRD BANK	20L000 4570 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	2,133.88
05/08/2026	FIFTH THIRD BANK	40L000 4570 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	2,794.23
05/08/2026	FIFTH THIRD BANK	10L000 4520 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	199.69
05/08/2026	FIFTH THIRD BANK	20L000 4520 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	2,764.23
05/08/2026	FIFTH THIRD BANK	40L000 4520 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	75.00
05/08/2026	FIFTH THIRD BANK	10L000 4580 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	140.00
05/08/2026	FIFTH THIRD BANK	20L000 4580 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	9,464.22
05/08/2026	FIFTH THIRD BANK	40L000 4580 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500414 9	PAYROLL	499.05
05/08/2026	FIFTH THIRD BANK	50L000 4570 0000 00 000000	Payroll accrual	20260508AF	05/08/2026	202500414 9	PAYROLL	653.50
05/08/2026	FIFTH THIRD BANK	50L000 4580 0000 00 000000	Payroll accrual	20260508AF	05/08/2026	202500414 9	PAYROLL	10,987.21
							Totals for 202500414	10,616.77
								97,508.14
05/08/2026	FIFTH THIRD BANK	10L000 4520 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	202500426 9	PAYROLL	-79.64
05/08/2026	FIFTH THIRD BANK	20L000 4520 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	202500426 9	PAYROLL	-119.70

POST		ACCOUNT	INVOICE	INVOICE	INVOICE	CHECK BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER CODE	AMOUNT
05/08/2026	ILLINOIS DEPARTMENT	10L000 4530 0000 00 000000	Payroll accrual	20260508CD	05/08/2026	202500433 9 PAYROLL	47.10
						Totals for 202500433	47.10
						Totals for ILLINOIS DEPARTMENT OF REVENUE	28,644.80
05/22/2026	NCPERS GROUP LIFE IN	20L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361432 9 PAYROLL	8.00
05/22/2026	NCPERS GROUP LIFE IN	40L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361432 9 PAYROLL	8.00
05/22/2026	NCPERS GROUP LIFE IN	20L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361432 9 PAYROLL	8.00
05/22/2026	NCPERS GROUP LIFE IN	40L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361432 9 PAYROLL	8.00
						Totals for 361432	32.00
						Totals for NCPERS GROUP LIFE INS.	32.00
05/22/2026	AFT LOCAL 504	10L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361433 9 PAYROLL	8,209.62
05/22/2026	AFT LOCAL 504	10L000 4590 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	361433 9 PAYROLL	-50.51
05/22/2026	AFT LOCAL 504	10L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361433 9 PAYROLL	8,159.11
						Totals for 361433	16,318.22
05/22/2026	AFT LOCAL 504	10L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361436 9 PAYROLL	1,148.10
05/22/2026	AFT LOCAL 504	20L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361436 9 PAYROLL	509.93
05/22/2026	AFT LOCAL 504	20L000 4590 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	361436 9 PAYROLL	-28.01
05/22/2026	AFT LOCAL 504	10L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361436 9 PAYROLL	1,138.31
05/22/2026	AFT LOCAL 504	20L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361436 9 PAYROLL	481.92
						Totals for 361436	3,250.25
						Totals for AFT LOCAL 504	19,568.47
05/22/2026	NEW YORK LIFE INSURA	10L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361434 9 PAYROLL	775.10
05/22/2026	NEW YORK LIFE INSURA	20L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361434 9 PAYROLL	50.00
05/22/2026	NEW YORK LIFE INSURA	40L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	361434 9 PAYROLL	42.74
05/22/2026	NEW YORK LIFE INSURA	10L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361434 9 PAYROLL	775.10
05/22/2026	NEW YORK LIFE INSURA	20L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361434 9 PAYROLL	50.00
05/22/2026	NEW YORK LIFE INSURA	40L000 4590 0000 00 000000	Payroll accrual	20260522AD	05/22/2026	361434 9 PAYROLL	42.74
						Totals for 361434	1,735.68
						Totals for NEW YORK LIFE INSURANCE	1,735.68
05/08/2026	PLANCONNECT	10L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500422 9 PAYROLL	2,882.87
						Totals for 202500422	2,882.87

POST		ACCOUNT		INVOICE		INVOICE		INVOICE		CHECK BANK		
DATE	VENDOR	NUMBER		DESCRIPTION		NUMBER	DATE	NUMBER	CODE	AMOUNT		
05/08/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500423	9	PAYROLL	2,290.00	
05/08/2026	PLANCONNECT	20L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500423	9	PAYROLL	25.00	
Totals for 202500423											2,315.00	
05/08/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500424	9	PAYROLL	12,427.26	
Totals for 202500424											12,427.26	
05/08/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500425	9	PAYROLL	3,442.01	
Totals for 202500425											3,442.01	
05/22/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	202500451	9	PAYROLL	3,407.28	
Totals for 202500451											3,407.28	
05/22/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	202500452	9	PAYROLL	12,427.26	
Totals for 202500452											12,427.26	
05/22/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	202500453	9	PAYROLL	2,290.00	
05/22/2026	PLANCONNECT	20L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	202500453	9	PAYROLL	25.00	
Totals for 202500453											2,315.00	
05/22/2026	PLANCONNECT	10L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	202500454	9	PAYROLL	2,918.92	
Totals for 202500454											2,918.92	
Totals for PLANCONNECT											42,135.60	
05/22/2026	STATE DISBURSEMENT U	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	361435	9	PAYROLL	307.14	
05/22/2026	STATE DISBURSEMENT U	20L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	361435	9	PAYROLL	233.40	
05/22/2026	STATE DISBURSEMENT U	10L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	361435	9	PAYROLL	332.74	
05/22/2026	STATE DISBURSEMENT U	20L000	4590 0000 00 000000	Payroll accrual		20260522AD	05/22/2026	361435	9	PAYROLL	233.40	
Totals for 361435											1,106.68	
Totals for STATE DISBURSEMENT UNIT											1,106.68	
05/08/2026	TEACHER 457 SAVINGS	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500420	9	PAYROLL	150.00	
05/08/2026	TEACHER 457 SAVINGS	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500420	9	PAYROLL	906.26	
05/08/2026	TEACHER 457 SAVINGS	10L000	4590 0000 00 000000	Payroll accrual		20260508AD	05/08/2026	202500420	9	PAYROLL	670.13	
05/08/2026	TEACHER 457 SAVINGS	10E000	2520 2100 00 000000	Payroll accrual		20260508AF	05/08/2026	202500420	9	PAYROLL	313.95	
Totals for 202500420											2,040.34	

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK NUMBER	BANK CODE	AMOUNT
Totals for TEACHER 457 SAVINGS								2,040.34
05/08/2026	TEACHERS'	RETIREMENT 10L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500417 9	PAYROLL	51,469.36
05/08/2026	TEACHERS'	RETIREMENT 10L000 4590 0000 00 000000	Payroll accrual	20260508AF	05/08/2026	202500417 9	PAYROLL	2,622.07
05/08/2026	TEACHERS'	RETIREMENT 10L000 4590 0000 00 000000	Payroll accrual	20260508AF	05/08/2026	202500417 9	PAYROLL	3,316.93
Totals for 202500417								57,408.36
05/08/2026	TEACHERS'	RETIREMENT 10L000 4590 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	202500429 9	PAYROLL	-203.26
05/08/2026	TEACHERS'	RETIREMENT 10L000 4590 0000 00 000000	Payroll accrual	20260508BF	05/08/2026	202500429 9	PAYROLL	-13.10
Totals for 202500429								-216.36
Totals for TEACHERS' RETIREMENT SYSTEM								57,192.00
05/08/2026	TEACHERS'	HEALTH INS 10L000 4590 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500418 9	PAYROLL	4,466.49
05/08/2026	TEACHERS'	HEALTH INS 10L000 4590 0000 00 000000	Payroll accrual	20260508AF	05/08/2026	202500418 9	PAYROLL	3,831.62
Totals for 202500418								8,298.11
05/08/2026	TEACHERS'	HEALTH INS 10L000 4590 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	202500430 9	PAYROLL	-20.33
05/08/2026	TEACHERS'	HEALTH INS 10L000 4590 0000 00 000000	Payroll accrual	20260508BF	05/08/2026	202500430 9	PAYROLL	-15.13
Totals for 202500430								-35.46
Totals for TEACHERS' HEALTH INSURANCE								8,262.65
05/08/2026	WISCONSIN DEPARTMENT	10L000 4530 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500419 9	PAYROLL	1,991.00
05/08/2026	WISCONSIN DEPARTMENT	20L000 4530 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500419 9	PAYROLL	60.22
05/08/2026	WISCONSIN DEPARTMENT	40L000 4530 0000 00 000000	Payroll accrual	20260508AD	05/08/2026	202500419 9	PAYROLL	83.21
Totals for 202500419								2,134.43
05/08/2026	WISCONSIN DEPARTMENT	20L000 4530 0000 00 000000	Payroll accrual	20260508BD	05/08/2026	202500431 9	PAYROLL	-60.22
Totals for 202500431								-60.22
Totals for WISCONSIN DEPARTMENT OF REVEN								2,074.21
Totals for BNK09								262,723.39
05/27/2026	AASA	10E000 2210 3100 00 000000	FY27 EdLeader Promise Network Fee	1004337	05/06/2028	10001	OPERATING	4,000.00
05/27/2026	AASA	10E000 2210 3100 00 000000	Consulting Service - Onsite	1002409	04/30/2026	10001	OPERATING	9,950.00

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
			Support Professional Learning Invoice 2 of 2				
						Totals for 10001	13,950.00
						Totals for AASA	13,950.00
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	153216/4	03/10/2026	10005 OPERATING	7.19
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	153157/4	03/03/2026	10005 OPERATING	7.99
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	152510/4	12/12/2025	10005 OPERATING	30.19
05/27/2026	ACE HARDWARE	20E001 2540 4100 00 000000	Supplies	152284/4	11/19/2025	10005 OPERATING	88.17
05/27/2026	ACE HARDWARE	20E001 2540 4100 00 000000	Supplies	152237/4	11/13/2025	10005 OPERATING	22.04
05/27/2026	ACE HARDWARE	20E006 2540 4100 00 000000	Supplies	071153/5	11/11/2025	10005 OPERATING	15.96
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	071064/5	10/29/2025	10005 OPERATING	9.59
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	151863/4	09/30/2025	10005 OPERATING	24.46
05/27/2026	ACE HARDWARE	20E002 2540 4100 00 000000	Supplies	151631/4	09/04/2025	10005 OPERATING	30.34
05/27/2026	ACE HARDWARE	20E002 2540 4100 00 000000	Supplies	151475/4	08/19/2025	10005 OPERATING	11.18
05/27/2026	ACE HARDWARE	20E001 2540 4100 00 000000	Supplies	151474/4	08/19/2025	10005 OPERATING	22.37
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	151437/4	08/15/2025	10005 OPERATING	5.59
05/27/2026	ACE HARDWARE	20E000 2540 4100 00 000000	Supplies	151436/4	08/15/2025	10005 OPERATING	7.34
05/27/2026	ACE HARDWARE	20E002 2540 4100 00 000000	Supplies	151381/4	08/08/2025	10005 OPERATING	28.54
05/27/2026	ACE HARDWARE	20E000 2540 4100 00 000000	Supplies	151359/4	08/07/2025	10005 OPERATING	38.04
05/27/2026	ACE HARDWARE	20E000 2540 4100 00 000000	Supplies	151358/4	08/07/2025	10005 OPERATING	45.56
05/27/2026	ACE HARDWARE	20E002 2540 4100 00 000000	Supplies	151297/4	08/01/2025	10005 OPERATING	97.29
05/27/2026	ACE HARDWARE	20E000 2540 4100 00 000000	Supplies	147910/4	08/20/2024	10005 OPERATING	26.72
05/27/2026	ACE HARDWARE	40E000 2550 4100 00 000000	Supplies	153721/4	05/04/2026	10005 OPERATING	14.86
05/27/2026	ACE HARDWARE	20E001 2540 4100 00 000000	Supplies	072087/5	04/09/2026	10005 OPERATING	40.76
05/27/2026	ACE HARDWARE	20E006 2540 4100 00 000000	Supplies	072085/5	04/09/2026	10005 OPERATING	10.58
05/27/2026	ACE HARDWARE	20E000 2540 4100 00 000000	Supplies	072086/5	04/09/2026	10005 OPERATING	11.18
05/27/2026	ACE HARDWARE	20E003 2540 4100 00 000000	Supplies	153357/4	03/25/2026	10005 OPERATING	66.23
05/27/2026	ACE HARDWARE	20E000 2540 4100 00 000000	Supplies	153358/4	03/25/2026	10005 OPERATING	11.80
05/27/2026	ACE HARDWARE	10E000 2660 4100 00 000000	Supplies	153233/4	03/11/2026	10005 OPERATING	7.98
						Totals for 10005	681.95
						Totals for ACE HARDWARE	681.95
05/27/2026	AIR FILTER ENGINEERS	20E000 2540 4100 00 000000	Contract Service	IN1110154	05/13/2026	10006 OPERATING	7,512.97
						Totals for 10006	7,512.97
						Totals for AIR FILTER ENGINEERS INC	7,512.97

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK NUMBER	BANK CODE	AMOUNT
05/27/2026	ALLENDALE ASSOCIATIO	10E000 1912 6700 00 000000	Tuition - December 2025	2026010733	12/31/2025	10007	OPERATING	5,475.00
05/27/2026	ALLENDALE ASSOCIATIO	10E000 1912 6700 00 000000	Tuition - April 2025	2026050733	04/30/2026	10007	OPERATING	15,330.00
05/27/2026	ALLENDALE ASSOCIATIO	10E000 1912 6700 00 000000	Tuition - March 2025	2026042133	03/31/2026	10007	OPERATING	11,680.00
Totals for 10007								32,485.00
Totals for ALLENDALE ASSOCIATION								32,485.00
05/27/2026	AMALGAMATED BANK OF	30E000 5200 6100 00 000000	Registrar & Paying Agent	57550426	04/01/2026	10008	OPERATING	475.00
Totals for 10008								475.00
Totals for AMALGAMATED BANK OF CHICAGO								475.00
05/27/2026	AMAZON CAPITAL SERVI	10E006 1100 4100 00 000000	Supplies	1747-MC6W-	05/01/2026	10012	OPERATING	2,932.26
05/27/2026	AMAZON CAPITAL SERVI	10E003 2410 4100 00 000000	Supplies	1JL7-KWXT-	05/01/2026	10012	OPERATING	101.98
05/27/2026	AMAZON CAPITAL SERVI	10E001 1125 4100 00 370500	Supplies	19TF-MCPR-	05/01/2026	10012	OPERATING	91.81
05/27/2026	AMAZON CAPITAL SERVI	10E000 1100 4100 20 000000	Supplies	1N3K-GFF4-	05/01/2026	10012	OPERATING	95.60
05/27/2026	AMAZON CAPITAL SERVI	10E002 2220 4300 00 000000	Supplies	13N9-P91R-	05/01/2026	10012	OPERATING	53.96
05/27/2026	AMAZON CAPITAL SERVI	10E000 2660 4710 00 000000	Supplies	1FPT-JV17-	05/01/2026	10012	OPERATING	944.31
05/27/2026	AMAZON CAPITAL SERVI	10E000 1100 4100 00 430000	Supplies	1G3N-YKV4-	05/01/2026	10012	OPERATING	100.11
05/27/2026	AMAZON CAPITAL SERVI	10E003 1100 4100 00 000000	Supplies	19TF-MCPR-	05/01/2026	10012	OPERATING	5,533.04
05/27/2026	AMAZON CAPITAL SERVI	10E001 1200 4100 00 000000	Supplies	1N3K-GFF4-	05/01/2026	10012	OPERATING	109.19
05/27/2026	AMAZON CAPITAL SERVI	10E000 1100 4100 00 000000	Supplies	17TT-36FJ-	05/01/2026	10012	OPERATING	145.52
05/27/2026	AMAZON CAPITAL SERVI	10E000 1100 4200 00 485100	Supplies	11PW-9K4J-	05/01/2026	10012	OPERATING	866.45
05/27/2026	AMAZON CAPITAL SERVI	10E000 1100 4200 00 000000	Supplies	16XL-W7HL-	05/01/2026	10012	OPERATING	98.22
05/27/2026	AMAZON CAPITAL SERVI	10E000 2520 4100 00 000000	Supplies	1JN9-R4KF-	05/01/2026	10012	OPERATING	66.87
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	13RT-GQTC-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	143F-P6MX-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	1K93-YVLF-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	173P-WD4H-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	13RT-GQTC-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	173P-WD4H-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	11YM-346F-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	1VDH-3JXL-	05/01/2026	10012	OPERATING	-11.66
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	1YPM-HNC1-	05/01/2026	10012	OPERATING	-5.83
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	1C6C-YQRP-	05/01/2026	10012	OPERATING	-79.99
05/27/2026	AMAZON CAPITAL SERVI	10E000 2520 4100 00 000000	Supplies	1M17-L9HQ-	05/01/2026	10012	OPERATING	-1.00
05/27/2026	AMAZON CAPITAL SERVI	10E000 1100 4100 00 910002	Supplies	1HPY-CLF6-	05/01/2026	10012	OPERATING	2,043.19
05/27/2026	AMAZON CAPITAL SERVI	10E001 1100 4100 00 000000	Supplies	1RVL-VLD1-	05/01/2026	10012	OPERATING	332.39

POST				ACCOUNT				INVOICE	INVOICE	INVOICE	CHECK	BANK		
DATE	VENDOR			NUMBER				DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT	
05/27/2026	AMAZON	CAPITAL	SERVI	10E003	1100	4100	50	000000	Supplies	1NL1-H4NR-	05/01/2026	10012	OPERATING	717.19
05/27/2026	AMAZON	CAPITAL	SERVI	10E002	1100	4100	00	000000	Supplies	17P7-93VJ-	05/01/2026	10012	OPERATING	1,685.05
05/27/2026	AMAZON	CAPITAL	SERVI	10E003	1100	4100	02	000000	Supplies	19JY-GHRH-	05/01/2026	10012	OPERATING	577.74
05/27/2026	AMAZON	CAPITAL	SERVI	10E006	1100	4100	16	000000	Supplies	17P7-93VJ-	05/01/2026	10012	OPERATING	347.86
05/27/2026	AMAZON	CAPITAL	SERVI	10E000	2540	4100	00	000000	Supplies	139W-YY4X-	05/01/2026	10012	OPERATING	48.00
05/27/2026	AMAZON	CAPITAL	SERVI	10E006	1100	4100	25	000000	Supplies	1F63-HJGD-	05/01/2026	10012	OPERATING	37.14
05/27/2026	AMAZON	CAPITAL	SERVI	10E000	2660	4100	00	000000	Supplies	1HG6-X6TN-	05/01/2026	10012	OPERATING	997.01
05/27/2026	AMAZON	CAPITAL	SERVI	10E002	1100	4100	12	000000	Supplies	17TT-36FJ-	05/01/2026	10012	OPERATING	85.06
05/27/2026	AMAZON	CAPITAL	SERVI	10E000	2310	4100	00	000000	Supplies	17P7-93VJ-	05/01/2026	10012	OPERATING	162.72
05/27/2026	AMAZON	CAPITAL	SERVI	10E000	2130	4100	00	000000	Supplies	1MMJ-DWJG-	05/01/2026	10012	OPERATING	213.03
05/27/2026	AMAZON	CAPITAL	SERVI	10E002	1100	4100	02	000000	Supplies	17TT-36FJ-	05/01/2026	10012	OPERATING	513.20
05/27/2026	AMAZON	CAPITAL	SERVI	10E001	1125	4100	00	370500	Supplies	1YWF-DG1N-	05/01/2026	10012	OPERATING	19.28
05/27/2026	AMAZON	CAPITAL	SERVI	10E006	1100	4130	00	000000	Supplies	1XLF-KQ1C-	05/01/2026	10012	OPERATING	104.93
05/27/2026	AMAZON	CAPITAL	SERVI	10E001	2410	6410	00	000000	Supplies	17TT-36FJ-	05/01/2026	10012	OPERATING	538.16
05/27/2026	AMAZON	CAPITAL	SERVI	20E000	2540	4100	00	000000	Supplies	1FYW-N31Q-	05/01/2026	10012	OPERATING	14.24
05/27/2026	AMAZON	CAPITAL	SERVI	10E001	1125	4100	00	370500	Supplies	1JPQ-JDMY-	05/01/2026	10012	OPERATING	18.63
05/27/2026	AMAZON	CAPITAL	SERVI	10E002	1100	4100	50	000000	Supplies	1HX9-CPN4-	05/01/2026	10012	OPERATING	886.74
05/27/2026	AMAZON	CAPITAL	SERVI	10E000	2210	4100	00	000000	Supplies	1HX9-CPN4-	05/01/2026	10012	OPERATING	655.67
05/27/2026	AMAZON	CAPITAL	SERVI	10E000	2230	4100	00	000000	Supplies	1VJC-QMT1-	05/01/2026	10012	OPERATING	13.71
05/27/2026	AMAZON	CAPITAL	SERVI	10E001	1100	4100	00	000000	Supplies	139W-YY4X-	05/01/2026	10012	OPERATING	-7.59
05/27/2026	AMAZON	CAPITAL	SERVI	10E001	1100	4100	00	000000	Supplies	17P7-93VJ-	05/01/2026	10012	OPERATING	-90.84
05/27/2026	AMAZON	CAPITAL	SERVI	10E006	1100	4100	00	000000	Supplies	16W1-9MHK-	05/01/2026	10012	OPERATING	-25.50
Totals for 10012													20,887.04	
Totals for AMAZON CAPITAL SERVICES													20,887.04	
05/27/2026	ANDERSON	LOCK		20E001	2540	3120	00	000000	Contract service - SPL	7125136	05/14/2026	10013	OPERATING	3,785.42
Totals for 10013													3,785.42	
Totals for ANDERSON LOCK													3,785.42	
05/27/2026	ANTREASSIAN, LORI			10E000	2130	3181	00	462000	Contract Service - APR 2026	LA043026	04/30/2026	10014	OPERATING	11,584.00
Totals for 10014													11,584.00	
Totals for ANTREASSIAN, LORI													11,584.00	
05/27/2026	APPLE	COMPUTER		10E000	2660	4710	00	000000	Supplies	MC56424650	03/09/2026	10015	OPERATING	447.00
05/27/2026	APPLE	COMPUTER		10E000	2660	5310	00	000000	Supplies	MC58606502	03/17/2026	10015	OPERATING	999.00
05/27/2026	APPLE	COMPUTER		10E000	2660	5310	00	000000	Supplies	MC59141406	03/19/2026	10015	OPERATING	599.00

POST		ACCOUNT	INVOICE	INVOICE	INVOICE	CHECK	BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
05/27/2026	APPLE COMPUTER	10E000 2660 4710 00 000000	Supplies	MC60322430	03/25/2026	10015	OPERATING	447.00
							Totals for 10015	2,492.00
							Totals for APPLE COMPUTER	2,492.00
05/27/2026	ASSURED HEALTHCARE S	10E002 2130 3120 00 000000	Contract Service - Nurse	5179-05000	04/27/2026	10016	OPERATING	488.64
05/27/2026	ASSURED HEALTHCARE S	10E002 2130 3120 00 000000	Contract Service - Nurse	5179-05000	05/04/2026	10016	OPERATING	472.88
05/27/2026	ASSURED HEALTHCARE S	10E002 2130 3120 00 000000	Contract Service - Nurse	5179-05000	03/23/2026	10016	OPERATING	3,499.28
05/27/2026	ASSURED HEALTHCARE S	10E002 2130 3120 00 000000	Contract Service - Nurse	5179-05000	05/11/2026	10016	OPERATING	1,371.34
05/27/2026	ASSURED HEALTHCARE S	10E002 2130 3120 00 000000	Contract Service - Nurse	5179-05000	04/20/2026	10016	OPERATING	315.25
							Totals for 10016	6,147.39
							Totals for ASSURED HEALTHCARE STAFFING L	6,147.39
05/27/2026	BALANCED PHONE REPAI	10E000 2660 3211 00 000000	Contract Service - iPad Repairs	13	04/14/2026	10017	OPERATING	1,100.00
05/27/2026	BALANCED PHONE REPAI	10E000 2660 3211 00 000000	Contract Service - iPad Repairs	14	05/04/2026	10017	OPERATING	980.00
							Totals for 10017	2,080.00
							Totals for BALANCED PHONE REPAIR	2,080.00
05/27/2026	BALANCED ENVIRONMENT	20E000 2540 3621 00 000000	Landscaping - APR 2026	B4307	04/30/2026	10018	OPERATING	7,468.25
							Totals for 10018	7,468.25
							Totals for BALANCED ENVIRONMENTS, INC	7,468.25
05/27/2026	BLICK ART MATERIALS	10E000 2520 4100 00 000000	Art Supplies	7752595	04/01/2026	10019	OPERATING	449.00
							Totals for 10019	449.00
							Totals for BLICK ART MATERIALS	449.00
05/27/2026	BMO HARRIS	10E000 2320 4100 00 000000	SQ *SWEETDONUTS Libertyville IL	50526.01	04/07/2026	6380	OPERATING	19.17
05/27/2026	BMO HARRIS	10E000 2320 3310 00 000000	LCROE FOUNDATION VERNON HILLS IL	50526.02	04/08/2026	6380	OPERATING	683.94
05/27/2026	BMO HARRIS	10E000 2320 3310 00 000000	LCROE FOUNDATION VERNON HILLS IL	50526.03	04/13/2026	6380	OPERATING	113.99
05/27/2026	BMO HARRIS	10E000 2320 3310 00 000000	HYATT PLACE BLOOMINGTO	50526.04	04/19/2026	6380	OPERATING	169.86

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05/27/2026	BMO HARRIS	10E000 2320 3310 00 000000	NORMAL LCROE FOUNDATION VERNON HILLS IL	50526.05	04/20/2026	6380	OPERATING	56.99
05/27/2026	BMO HARRIS	10E000 2520 3310 00 000000	PEORIA MARRIOTT PERE M PEORIA IL	50526.06	05/01/2026	6380	OPERATING	869.40
05/27/2026	BMO HARRIS	10E000 2520 3310 00 000000	NORTHEASTERN ILLINOIS LINCOLNSHIRE IL	50526.07	05/04/2026	6380	OPERATING	52.39
05/27/2026	BMO HARRIS	10E000 2660 3110 00 000000	WEB*NETWORKSOLUTIONS JACKSONVILLE FL	50526.08	04/28/2026	6380	OPERATING	99.95
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	IAASE BLOOMINGTON IL	50526.09	04/09/2026	6380	OPERATING	275.00
05/27/2026	BMO HARRIS	10E006 2410 3310 00 000000	ILLINOIS PRINCIPALS AS SPRINGFIELD IL	50526.10	04/10/2026	6380	OPERATING	325.00
05/27/2026	BMO HARRIS	10E006 1100 4100 00 000000	Amazon.com*BC47D7YS0 SEATTLE WA	50526.11	04/13/2026	6380	OPERATING	70.00
05/27/2026	BMO HARRIS	10E006 2410 3310 00 000000	HYATT PLACE BLOOMINGTO NORMAL IL	50526.12	04/19/2026	6380	OPERATING	413.37
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	Music Theatre Intl NEW YORK NY	50526.13	04/27/2026	6380	OPERATING	740.00
05/27/2026	BMO HARRIS	10E006 2410 3310 00 000000	REGIONAL OFFICE OF EDU BLOOMINGTON IL	50526.14	04/27/2026	6380	OPERATING	398.00
05/27/2026	BMO HARRIS	10E006 1100 3310 00 000000	ZANER-BLOSER WEBINAR COLUMBUS OH	50526.15	04/30/2026	6380	OPERATING	84.15
05/27/2026	BMO HARRIS	10E006 1100 3310 00 000000	ZANER-BLOSER WEBINAR COLUMBUS OH	50526.16	04/30/2026	6380	OPERATING	84.15
05/27/2026	BMO HARRIS	10E006 1100 3310 00 000000	ZANER-BLOSER WEBINAR COLUMBUS OH	50526.17	04/30/2026	6380	OPERATING	84.15
05/27/2026	BMO HARRIS	10E006 1100 3310 00 000000	ZANER-BLOSER WEBINAR COLUMBUS OH	50526.18	04/30/2026	6380	OPERATING	84.15
05/27/2026	BMO HARRIS	10E000 2310 4100 00 910008	DOMINOS 2871 GURNEE IL	50526.19	05/01/2026	6380	OPERATING	274.13
05/27/2026	BMO HARRIS	10E002 2220 4300 00 380000	Scholastic Education JEFFERSONCITYMO	50526.20	04/09/2026	6380	OPERATING	110.25
05/27/2026	BMO HARRIS	10E002 2220 4300 00 000000	Scholastic Education JEFFERSONCITYMO	50526.21	04/09/2026	6380	OPERATING	165.97
05/27/2026	BMO HARRIS	10E000 2660 3110 00 000000	OPENAI *CHATGPT SUBSCR SAN FRANCISCOCA	50526.22	04/11/2026	6380	OPERATING	20.00
05/27/2026	BMO HARRIS	10E000 2210 4100 00 000000	LAKE HOUSE - LAKE VILL LAKE VILLA IL	50526.23	04/20/2026	6380	OPERATING	117.06
05/27/2026	BMO HARRIS	10E000 2660 3110 00 000000	SLACK T03UZHNSMT SAN FRANCISCOCA	50526.24	05/01/2026	6380	OPERATING	26.25

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DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
05/27/2026	BMO HARRIS	40E000 2550 6400 00 000000	IL TOLLWAY-AUTOREPLENI DOWNERS GROVEIL	50526.25	04/08/2026	6380	OPERATING	20.00
05/27/2026	BMO HARRIS	40E000 2550 6400 00 000000	IL TOLLWAY-AUTOREPLENI DOWNERS GROVEIL	50526.26	04/09/2026	6380	OPERATING	20.00
05/27/2026	BMO HARRIS	40E000 2550 6400 00 000000	LAKE ROE 34 VERNON HILLS IL	50526.27	04/21/2026	6380	OPERATING	10.00
05/27/2026	BMO HARRIS	40E000 2550 6400 00 000000	IL TOLLWAY-AUTOREPLENI DOWNERS GROVEIL	50526.28	04/21/2026	6380	OPERATING	20.00
05/27/2026	BMO HARRIS	40E000 2550 6400 00 000000	IL TOLLWAY-AUTOREPLENI DOWNERS GROVEIL	50526.29	04/22/2026	6380	OPERATING	20.00
05/27/2026	BMO HARRIS	40E000 2550 6400 00 000000	LAKE ROE 34 VERNON HILLS IL	50526.30	04/22/2026	6380	OPERATING	10.00
05/27/2026	BMO HARRIS	10E000 2520 3310 00 000000	WI SKYWARD* WISCONSIN BLACK RIVER FWI	50526.31	04/06/2026	6380	OPERATING	311.85
05/27/2026	BMO HARRIS	10E000 2520 3310 00 000000	KALAHARI RESORT - WI WISCONSIN DELWI	50526.32	04/07/2026	6380	OPERATING	136.00
05/27/2026	BMO HARRIS	10E000 2520 3310 00 000000	KALAHARI RESORT - WI WISCONSIN DELWI	50526.33	04/07/2026	6380	OPERATING	169.32
05/27/2026	BMO HARRIS	10E003 2540 4100 00 000000	ROBERT BROOKE & ASSOC TROY MI	50526.34	04/14/2026	6380	OPERATING	596.97
05/27/2026	BMO HARRIS	10E002 1100 4100 00 000000	BOOK OUTLET 7168545050 NY	50526.35	04/15/2026	6380	OPERATING	70.89
05/27/2026	BMO HARRIS	20E000 2540 3500 00 000000	TDS METROCOM MADISON WI	50526.36	04/20/2026	6380	OPERATING	630.64
05/27/2026	BMO HARRIS	20E000 2540 6400 00 000000	PY *STORAGE RENTALS OF GURNEE IL	50526.37	04/22/2026	6380	OPERATING	232.00
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	SAMS CLUB.COM BENTONVILLE AR	50526.38	04/28/2026	6380	OPERATING	148.72
05/27/2026	BMO HARRIS	10E000 2310 3310 00 000000	IASB SPRINGFIELD IL	50526.39	04/04/2026	6380	OPERATING	50.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 000000	TST*MAMA KS PIZZA AND Gurnee IL	50526.40	04/07/2026	6380	OPERATING	194.91
05/27/2026	BMO HARRIS	10E000 2310 3310 00 000000	IASB SPRINGFIELD IL	50526.41	04/07/2026	6380	OPERATING	50.00
05/27/2026	BMO HARRIS	10E000 2560 4100 00 370500	SAMSClub.COM 888-746-7726 AR	50526.42	04/15/2026	6380	OPERATING	248.14
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	MENARDS GURNEE IL GURNEE IL	50526.43	04/15/2026	6380	OPERATING	39.35
05/27/2026	BMO HARRIS	10E000 2310 4100 00 910008	Amazon.com*BY3JY7DW1 SEATTLE WA	50526.44	04/21/2026	6380	OPERATING	590.00
05/27/2026	BMO HARRIS	10E000 2310 4100 00 910008	Amazon.com*BY3JY7DW1 SEATTLE WA	50526.45	04/21/2026	6380	OPERATING	200.00
05/27/2026	BMO HARRIS	10E000 2310 4100 00 910008	SP THE MASTER TEACHER MANHATTAN KS	50526.46	04/23/2026	6380	OPERATING	427.75
05/27/2026	BMO HARRIS	10E000 2310 4100 00 000000	SKYWARD USER GROUP NFP TINLEY PARK IL	50526.47	04/23/2026	6380	OPERATING	45.00
05/27/2026	BMO HARRIS	10E000 3000 4100 00 490900	DOLLAR TREE WAUKEGAN IL	50526.48	04/25/2026	6380	OPERATING	20.00
05/27/2026	BMO HARRIS	10E000 2560 4100 00 370500	SAMSClub.COM 888-746-7726 AR	50526.49	04/28/2026	6380	OPERATING	100.70
05/27/2026	BMO HARRIS	10E000 2320 4100 00 000000	O BROTHERS BAKERY WAUKEGAN IL	50526.50	04/29/2026	6380	OPERATING	13.50

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DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
05/27/2026	BMO HARRIS	10E000 2320 4100 00 000000	STARBUCKS STORE 14472 WAUKEGAN IL	50526.51	04/29/2026	6380	OPERATING	21.90
05/27/2026	BMO HARRIS	10E000 2520 3510 00 000000	THE UPS STORE 5762 WAUKEGAN IL	50526.52	05/02/2026	6380	OPERATING	15.17
05/27/2026	BMO HARRIS	10E000 3000 4100 00 490900	DOLLARTREE NORTH CHICAGOIL	50526.53	05/02/2026	6380	OPERATING	7.50
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	I HOTEL CHAMPAIGN IL	50526.54	04/14/2026	6380	OPERATING	179.67
05/27/2026	BMO HARRIS	10E001 2410 4100 00 000000	OFFICEMAX/DEPOT 6182 GURNEE IL	50526.55	04/18/2026	6380	OPERATING	15.69
05/27/2026	BMO HARRIS	10E001 2410 4100 00 000000	USPS PO 1633420031 GURNEE IL	50526.56	04/29/2026	6380	OPERATING	12.16
05/27/2026	BMO HARRIS	10E000 2310 4100 00 910008	LEWIS FRESH MARKET WAUKEGAN IL	50526.57	05/04/2026	6380	OPERATING	125.97
05/27/2026	BMO HARRIS	20E000 2540 3310 00 000000	HOLIDAY INN & SUITES EAST PEORIA IL	50526.58	05/01/2026	6380	OPERATING	378.56
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	HILTON NEW ORLEANS NEW ORLEANS LA	50526.59	04/10/2026	6380	OPERATING	344.93
05/27/2026	BMO HARRIS	10E000 1125 4100 00 370500	SP INSECT LORE SHAFTER CA	50526.60	04/14/2026	6380	OPERATING	76.93
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	I HOTEL CHAMPAIGN IL	50526.61	04/14/2026	6380	OPERATING	179.67
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	ATTAINMENT COMPANY, IN VERONA WI	50526.62	04/16/2026	6380	OPERATING	124.95
05/27/2026	BMO HARRIS	10E000 2150 4140 00 000000	AWL*PEARSON EDUCATION UPPER SADDLE NJ	50526.63	04/18/2026	6380	OPERATING	60.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	UNITED 01643907527916 HOUSTON TX	50526.64	04/25/2026	6380	OPERATING	40.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	UBER *TRIP 8005928996 CA	50526.65	04/26/2026	6380	OPERATING	43.94
05/27/2026	BMO HARRIS	10E000 2150 4140 00 000000	AWL*PEARSON EDUCATION UPPER SADDLE NJ	50526.66	04/26/2026	6380	OPERATING	78.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	PIER 424 NEW ORLEANS LA	50526.67	04/27/2026	6380	OPERATING	33.63
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	UNITED 01643915125053 HOUSTON	50526.68	04/28/2026	6380	OPERATING	40.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	TST*COTERIE RESTAURANT New Orleans LA	50526.69	04/28/2026	6380	OPERATING	21.09
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	HILTON NEW ORLEANS NEW ORLEANS LA	50526.70	04/29/2026	6380	OPERATING	689.86
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	UBER *TRIP. 8005928996 CA	50526.71	04/29/2026	6380	OPERATING	9.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	LOT X CAR RENTAL. CHICAGO IL	50526.72	04/29/2026	6380	OPERATING	100.00
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	UBER *TRIP. 8005928996 CA	50526.73	04/29/2026	6380	OPERATING	44.98
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	HILTON NEW ORLEANS NEW	50526.74	05/02/2026	6380	OPERATING	30.00

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			ORLEANS LA					
05/27/2026	BMO HARRIS	10E000 2210 3310 00 462000	THE INTENTIONAL IEP GULF BREEZE FL	50526.75	05/04/2026	6380	OPERATING	24.50
05/27/2026	BMO HARRIS	10E000 3000 4100 00 490900	JEWEL OSCO 4516 WAUKEGAN IL	50526.76	04/22/2026	6380	OPERATING	171.65
05/27/2026	BMO HARRIS	10E000 3000 4100 00 490900	SAMS CLUB #8184 GURNEE IL	50526.77	04/28/2026	6380	OPERATING	96.64
05/27/2026	BMO HARRIS	10E000 3000 4100 00 490900	DOLLAR TREE GURNEE IL	50526.78	05/04/2026	6380	OPERATING	72.00
05/27/2026	BMO HARRIS	10E000 3000 4100 00 490900	MICHAELS STORES 9961 GURNEE IL	50526.79	05/04/2026	6380	OPERATING	54.24
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	JEWEL OSCO 3405. GURNEE IL	50526.80	04/15/2026	6380	OPERATING	74.93
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	TARGET 00008656 GURNEE IL	50526.81	04/15/2026	6380	OPERATING	60.01
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	JEWEL OSCO 3405. GURNEE IL	50526.82	04/29/2026	6380	OPERATING	7.98
05/27/2026	BMO HARRIS	10E000 2520 4100 00 000000	JEWEL OSCO 3405. GURNEE IL	50526.83	04/29/2026	6380	OPERATING	79.90
							Totals for 6380	13,028.51
							Totals for BMO HARRIS	13,028.51
05/27/2026	BOSWELL, STEVEN	10E000 2310 2510 00 000000	Reimbursement - Tuition	SB051826	05/18/2026	10020	OPERATING	675.00
							Totals for 10020	675.00
							Totals for BOSWELL, STEVEN	675.00
05/27/2026	BOYS & GIRLS CLUB OF	10E000 2310 3120 00 000000	Great Futures Academy	11132024-1	05/06/2026	10021	OPERATING	13,818.93
							Totals for 10021	13,818.93
							Totals for BOYS & GIRLS CLUB OF LAKE COU	13,818.93
05/27/2026	BR BLEACHERS	20E003 2540 3120 00 000000	Contract Service - VKG	26334	05/13/2026	10022	OPERATING	4,560.00
							Totals for 10022	4,560.00
							Totals for BR BLEACHERS	4,560.00
05/27/2026	BURRIS EQUIPMENT CO.	20E000 2540 3120 00 000000	Contract Service - PT	SW1019812-	03/16/2026	10023	OPERATING	2,192.23
							Totals for 10023	2,192.23
							Totals for BURRIS EQUIPMENT CO.	2,192.23

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05/27/2026	CABAY & COMPANY INC	20E001 2540 4100 00 000000	Supplies - SPL	72706	04/23/2026	10025 OPERATING	78.00
05/27/2026	CABAY & COMPANY INC	20E002 2540 4100 00 000000	Supplies - PT	72688	04/21/2026	10025 OPERATING	569.77
05/27/2026	CABAY & COMPANY INC	20E006 2540 4100 00 000000	Supplies - RT	72689	04/21/2026	10025 OPERATING	1,294.24
05/27/2026	CABAY & COMPANY INC	20E001 2540 4100 00 000000	Supplies - SPL	72690	04/21/2026	10025 OPERATING	1,854.53
05/27/2026	CABAY & COMPANY INC	20E001 2540 4100 00 000000	Supplies - TRANS	72691	04/21/2026	10025 OPERATING	219.36
05/27/2026	CABAY & COMPANY INC	20E003 2540 4100 00 000000	Supplies - VKG	72692	04/21/2026	10025 OPERATING	1,806.29
05/27/2026	CABAY & COMPANY INC	20E002 2540 4100 00 000000	Supplies - PT	72766	05/07/2026	10025 OPERATING	117.00
05/27/2026	CABAY & COMPANY INC	20E003 2540 4100 00 000000	Supplies - VKG	72693	04/21/2026	10025 OPERATING	359.40
						Totals for 10025	6,298.59
						Totals for CABAY & COMPANY INC	6,298.59
05/27/2026	CENTER FOR PSYCHOLOG	10E000 1200 3120 00 000000	IEP Attendance	3474	04/20/2026	10026 OPERATING	2,813.00
						Totals for 10026	2,813.00
						Totals for CENTER FOR PSYCHOLOGICAL SERV	2,813.00
05/27/2026	CESO COMMUNICATIONS,	10E000 2310 3310 00 000000	Ongoing Communication	4079	05/01/2026	10027 OPERATING	2,400.00
05/27/2026	CESO COMMUNICATIONS,	10E000 2660 3110 00 000000	Website Refresh	4080	05/01/2026	10027 OPERATING	2,666.67
						Totals for 10027	5,066.67
						Totals for CESO COMMUNICATIONS, LLC	5,066.67
05/27/2026	CITICARE SERVICES	40E000 2550 3184 00 000000	Student Transportation	6780	05/03/2026	10028 OPERATING	6,337.80
05/27/2026	CITICARE SERVICES	40E000 2550 3184 00 000000	Student Transportation	6781	05/03/2026	10028 OPERATING	21,111.90
						Totals for 10028	27,449.70
						Totals for CITICARE SERVICES	27,449.70
05/27/2026	CLASSMATES EDUCATION	10E000 2210 3310 00 462000	Slant System	13677	05/08/2026	10029 OPERATING	3,300.00
						Totals for 10029	3,300.00
						Totals for CLASSMATES EDUCATIONAL GROUP	3,300.00
05/27/2026	COAL CREEK SOFTWARE/	10E000 2520 6400 00 000000	Annual Subscription	N-202662	05/17/2026	10030 OPERATING	500.00
						Totals for 10030	500.00
						Totals for COAL CREEK SOFTWARE/VERIFENT	500.00

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
05/27/2026	COLLEY ELEVATOR CO	20E003 2540 3120 00 000000	Contract Service - VKG	299169	05/01/2026	10031 OPERATING	468.00
						Totals for 10031	468.00
					Totals for COLLEY ELEVATOR CO		468.00
05/27/2026	COMCAST	10E000 2660 3500 00 000000	Internet Service - 05.01.26 - 05.30.26	8771100280	04/24/2026	10032 OPERATING	574.04
05/27/2026	COMCAST	10E000 2660 3400 00 000000	Internet Service - 05.08.26 - 06.07.26	8771100250	04/28/2026	10032 OPERATING	42.46
						Totals for 10032	616.50
						Totals for COMCAST	616.50
05/27/2026	COMCAST	10E000 2660 3400 00 000000	Communication	270461878	05/01/2026	10033 OPERATING	2,500.00
						Totals for 10033	2,500.00
						Totals for COMCAST	2,500.00
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - APR 2026	16007	04/30/2026	10035 OPERATING	8,132.25
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - APR 2026	16008	04/30/2026	10035 OPERATING	7,856.73
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - APR 2026	16009	04/30/2026	10035 OPERATING	7,856.73
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - APR 2026	16011	04/30/2026	10035 OPERATING	8,132.25
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - APR 2026	16010	04/30/2026	10035 OPERATING	7,856.73
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - FEB 2026	15731	02/27/2026	10035 OPERATING	7,357.75
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - FEB 2026	15732	02/27/2026	10035 OPERATING	7,108.47
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - FEB 2026	15733	02/27/2026	10035 OPERATING	7,108.47
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - FEB 2026	15734	02/27/2026	10035 OPERATING	7,357.75
05/27/2026	CONNECTION'S ACADEMY	10E000 1912 6700 00 000000	Tuition - FEB 2026	15832 Feb	02/27/2026	10035 OPERATING	7,108.47
						Totals for 10035	75,875.60
					Totals for CONNECTION'S ACADEMY EAST		75,875.60
05/27/2026	CONNECTIONS DAY SCHO	10E000 1912 6700 00 000000	Tuition - APR 2026	34414	04/30/2026	10036 OPERATING	7,070.70
						Totals for 10036	7,070.70
					Totals for CONNECTIONS DAY SCHOOL SOUTH		7,070.70
05/27/2026	CONSTELLATION NEW EN	20E006 2540 4670 00 000000	Electricity - RT	7568924690	04/13/2026	10037 OPERATING	7,882.31

POST		ACCOUNT		INVOICE		INVOICE		CHECK BANK		
DATE	VENDOR	NUMBER		DESCRIPTION		NUMBER	DATE	NUMBER	CODE	AMOUNT
05/27/2026	DE LAGE LANDEN FINAN	30E000	5370 6100 00 000000	Communication		597183556	05/17/2026	10041	OPERATING	7,976.68
05/27/2026	DE LAGE LANDEN FINAN	30E000	5370 6100 00 000000	Communication		596660348	04/17/2026	10041	OPERATING	7,976.68
									Totals for 10041	15,953.36
									Totals for DE LAGE LANDEN FINANCIAL SERV	15,953.36
05/27/2026	DEMCO	10E002	2220 4100 00 000000	Library Supplies - PR		7795865	04/21/2026	10042	OPERATING	571.12
									Totals for 10042	571.12
									Totals for DEMCO	571.12
05/27/2026	DUPAGE FED ON HUMAN	10E000	1800 3120 00 000000	Telephone Service		13113	04/30/2026	10043	OPERATING	101.75
									Totals for 10043	101.75
									Totals for DUPAGE FED ON HUMAN SERV REF0	101.75
05/27/2026	E.D.CLARK PHOTOGRAPH	10E001	2410 4100 00 000000	Lunch ID's		01092026-3	01/09/2026	10044	OPERATING	253.00
									Totals for 10044	253.00
									Totals for E.D.CLARK PHOTOGRAPHY	253.00
05/27/2026	EDUCATION FRAMEWORK	10E000	2660 3110 00 000000	Annual License Fee		2207	02/02/2026	10045	OPERATING	5,206.95
									Totals for 10045	5,206.95
									Totals for EDUCATION FRAMEWORK INC	5,206.95
05/27/2026	EDUCATION WEEK	10E000	2320 6400 00 000000	Subscription. Correa		67B804AB-0	04/08/2026	10046	OPERATING	97.00
									Totals for 10046	97.00
									Totals for EDUCATION WEEK	97.00
05/27/2026	ELEMENTAL SOLUTIONS	20E000	2540 3120 00 000000	Contract Service		7638	04/30/2026	10047	OPERATING	1,742.00
									Totals for 10047	1,742.00
									Totals for ELEMENTAL SOLUTIONS LLC	1,742.00
05/27/2026	ELMAN, DAIN	10E000	1100 4100 00 910002	Reimbursement - Supplies		DE051526	05/11/2026	10048	OPERATING	546.51
									Totals for 10048	546.51

POST	ACCOUNT						INVOICE	INVOICE	CHECK BANK			
DATE	VENDOR	NUMBER						DESCRIPTION	NUMBER	DATE	NUMBER CODE	AMOUNT
Totals for ELMAN, DAIN											546.51	
05/27/2026	EMBRACE EDUCATION	10E000	2520	3110	00	000000	Annual License Subscription FY 26-27	EMB-696	05/01/2026	10049	OPERATING	8,556.37
Totals for 10049											8,556.37	
Totals for EMBRACE EDUCATION											8,556.37	
05/27/2026	ENGLER CALLAWAY BASS	20E001	2540	3120	00	000000	Legal Service	36898	05/01/2026	10050	OPERATING	1,224.00
Totals for 10050											1,224.00	
Totals for ENGLER CALLAWAY BASSTEN, SRAG											1,224.00	
05/27/2026	ERNIE PETERSON PLUMB	20E000	2540	5900	00	000000	Contract Service - SPL	7732	04/28/2026	10051	OPERATING	21,488.00
05/27/2026	ERNIE PETERSON PLUMB	20E001	2540	3120	00	000000	Contract Service - SPL	8018	05/11/2026	10051	OPERATING	425.00
Totals for 10051											21,913.00	
Totals for ERNIE PETERSON PLUMBING INC											21,913.00	
05/27/2026	EVERWAY LLC	10E000	1100	4100	00	910002	News2you	00280486N	03/13/2026	10052	OPERATING	165.51
Totals for 10052											165.51	
Totals for EVERWAY LLC											165.51	
05/27/2026	FOLLETT CONTENT SOLU	10E002	2220	3115	00	000000	Books - PT	737273F	04/20/2026	10054	OPERATING	255.87
05/27/2026	FOLLETT CONTENT SOLU	10E002	2220	3115	00	000000	Books - PT	740898	04/21/2026	10054	OPERATING	1,694.22
05/27/2026	FOLLETT CONTENT SOLU	10E002	2220	4300	00	000000	Books - PT	740900	04/28/2026	10054	OPERATING	441.53
05/27/2026	FOLLETT CONTENT SOLU	10E002	2220	4300	00	000000	Books - PT	737127	04/23/2026	10054	OPERATING	39.96
05/27/2026	FOLLETT CONTENT SOLU	10E002	2220	4300	00	000000	Books - PT	737274	04/24/2026	10054	OPERATING	41.38
05/27/2026	FOLLETT CONTENT SOLU	10E002	2220	4300	00	000000	Books - PT	740900F	04/30/2026	10054	OPERATING	16.40
05/27/2026	FOLLETT CONTENT SOLU	10E001	2220	4300	00	000000	Books - SPL	725034A	04/07/2025	10054	OPERATING	692.33
05/27/2026	FOLLETT CONTENT SOLU	10E003	2220	4300	00	000000	Books - VKG	717530F	04/09/2026	10054	OPERATING	221.81
Totals for 10054											3,403.50	
Totals for FOLLETT CONTENT SOLUTIONS LLC											3,403.50	
05/27/2026	FORE SEE ELECTRIC LL	20E001	2540	3120	00	000000	Contract Service - SPL	2107	05/14/2026	10055	OPERATING	200.00
Totals for 10055											200.00	

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
						Totals for FORE SEE ELECTRIC LLC	200.00
05/27/2026	FRYER, ZACK	20E000 2540 3320 00 000000	Reimbursement - Mileage	ZF051826	05/18/2026	10056 OPERATING	57.40
						Totals for 10056	57.40
						Totals for FRYER, ZACK	57.40
05/27/2026	FUN AND FUNCTION	10E001 1100 4100 00 000000	SensaSoft Squeezie Seat	1039043	04/17/2026	10057 OPERATING	384.40
						Totals for 10057	384.40
						Totals for FUN AND FUNCTION	384.40
05/27/2026	HEALTH EQUITY EMPLOY	10L000 4590 0000 00 000000	Health Equity Employer	051426	05/14/2026	6383 OPERATING	4,375.00
						Totals for 6383	4,375.00
						Totals for HEALTH EQUITY EMPLOYER CONTRI	4,375.00
05/27/2026	HELPER, PETE	10E000 2210 4100 00 000000	Reimbursement - Supplies	PH043026	04/30/2026	10058 OPERATING	31.84
						Totals for 10058	31.84
						Totals for HELPER, PETE	31.84
05/27/2026	HELM SERVICE	20E003 2540 3120 00 000000	Contract Service	CHI208489	03/29/2026	10059 OPERATING	6,607.21
05/27/2026	HELM SERVICE	20E000 2540 3220 00 000000	Contract Service	CHI208758	04/12/2026	10059 OPERATING	2,647.95
05/27/2026	HELM SERVICE	20E000 2540 3220 00 000000	Contract Service	CHI208640	04/05/2026	10059 OPERATING	2,190.00
05/27/2026	HELM SERVICE	20E000 2540 3220 00 000000	Contract Service	CHI208759	04/12/2026	10059 OPERATING	2,346.48
						Totals for 10059	13,791.64
						Totals for HELM SERVICE	13,791.64
05/27/2026	HOME DEPOT CREDIT SE	20E001 2540 4100 00 000000	Supplies - SPL	1510561	03/26/2026	10060 OPERATING	21.67
05/27/2026	HOME DEPOT CREDIT SE	20E003 2540 4100 00 000000	Supplies - VKG	1510562	03/26/2026	10060 OPERATING	7.57
05/27/2026	HOME DEPOT CREDIT SE	20E000 2540 4100 00 000000	Supplies	1510563	03/26/2026	10060 OPERATING	52.01
						Totals for 10060	81.25
						Totals for HOME DEPOT CREDIT SERVICES	81.25
05/27/2026	IASB	10E000 2310 3120 00 000000	Boardbook Subscription	481489	05/01/2026	10061 OPERATING	8,725.00
05/27/2026	IASB	10E000 2310 6400 00 000000	IASB Active Membership	480354	05/01/2026	10061 OPERATING	7,563.00

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK NUMBER	BANK CODE	AMOUNT
Totals for 10061								16,288.00
Totals for IASB								16,288.00
05/27/2026	I.D.E.S.	80E000 2363 3840 00 000000	Payment - Unemployment Acct# 0805774	CNXXX1364X	05/15/2026	6384	OPERATING	3,127.96
Totals for 6384								3,127.96
Totals for I.D.E.S.								3,127.96
05/27/2026	INTERMEDIA.NET INC	20E000 2540 3500 00 000000	Communication	2605074032	04/28/2026	10062	OPERATING	1,411.91
Totals for 10062								1,411.91
Totals for INTERMEDIA.NET INC								1,411.91
05/27/2026	ISBS	10E000 2570 3630 00 000000	Leasing	441485	05/12/2026	10063	OPERATING	1,582.19
05/27/2026	ISBS	10E000 2660 3530 00 000000	Supplies	441043	05/04/2026	10063	OPERATING	162.00
05/27/2026	ISBS	10E000 2570 3630 00 000000	Leasing	440841	04/29/2026	10063	OPERATING	969.00
05/27/2026	ISBS	10E000 2570 3630 00 000000	Leasing	440833	04/29/2026	10063	OPERATING	5,767.42
05/27/2026	ISBS	10E000 2570 3630 00 000000	Leasing	440832	04/29/2026	10063	OPERATING	856.26
05/27/2026	ISBS	10E000 2570 3630 00 000000	Leasing	440831	04/29/2026	10063	OPERATING	142.20
Totals for 10063								9,479.07
Totals for ISBS								9,479.07
05/27/2026	KESHET	10E000 1912 6700 00 000000	Tuition - April 2026	34505	04/30/2026	10064	OPERATING	7,603.05
Totals for 10064								7,603.05
Totals for KESHET								7,603.05
05/27/2026	LAKE COOK DISTRIBUTORS, INC	10E002 2220 3115 00 000000	Books - PT	20260220	04/06/2026	10065	OPERATING	589.54
05/27/2026	LAKE COOK DISTRIBUTORS, INC	10E002 2220 4300 00 000000	Books - PT	20260221	04/06/2026	10065	OPERATING	451.49
05/27/2026	LAKE COOK DISTRIBUTORS, INC	10E002 2220 4300 00 000000	Books - PT	20260247	04/16/2026	10065	OPERATING	70.36
Totals for 10065								1,111.39
Totals for LAKE COOK DISTRIBUTORS, INC								1,111.39
05/27/2026	LAKE COUNTY ROE	10E000 1912 6700 00 000000	Tuition - February 2026	351	03/18/2026	10066	OPERATING	1,710.00
05/27/2026	LAKE COUNTY ROE	10E000 1912 6700 00 000000	Tuition - March 2026	381	04/03/2026	10066	OPERATING	2,480.00

POST		ACCOUNT	INVOICE	INVOICE	INVOICE	CHECK BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER CODE	AMOUNT
05/27/2026	LAKE COUNTY ROE	10E000 1912 6700 00 000000	Tuition - April 2026	411	05/06/2026	10066 OPERATING	5,320.00
						Totals for 10066	9,510.00
						Totals for LAKE COUNTY ROE	9,510.00
05/27/2026	LAKESIDE INTL LLC	40E000 2550 3210 00 000000	Bus Repair	2063792	01/24/2026	10067 OPERATING	423.86
05/27/2026	LAKESIDE INTL LLC	40E000 2550 3210 00 000000	Bus Repair	2063793C	01/30/2026	10067 OPERATING	418.23
05/27/2026	LAKESIDE INTL LLC	40E000 2550 3210 00 000000	Bus Repair	2063832	03/19/2026	10067 OPERATING	341.74
						Totals for 10067	1,183.83
						Totals for LAKESIDE INTL LLC	1,183.83
05/27/2026	LAKESIDE TRANSPORATI	40E000 2550 3184 00 000000	Student Transportation - APR 2026	RTINV10063	04/30/2026	10068 OPERATING	4,207.20
						Totals for 10068	4,207.20
						Totals for LAKESIDE TRANSPORTATION	4,207.20
05/27/2026	LEARN WELL EDUCATION	10E000 1100 3185 00 000000	Hospital Tutoring	INV314645	04/24/2026	10069 OPERATING	544.00
						Totals for 10069	544.00
						Totals for LEARN WELL EDUCATION	544.00
05/27/2026	LECHNER SERVICES	20E000 2540 3150 00 000000	Contract Towel - Towels	3642467	04/21/2026	10070 OPERATING	89.45
05/27/2026	LECHNER SERVICES	20E000 2540 3150 00 000000	Contract Servce - VKG	3647067	05/05/2026	10070 OPERATING	89.45
05/27/2026	LECHNER SERVICES	20E000 2540 3150 00 000000	Contract Servce - VKG	3649881	05/12/2026	10070 OPERATING	89.45
05/27/2026	LECHNER SERVICES	20E000 2540 3150 00 000000	Contract Servce - VKG	3644755	04/28/2026	10070 OPERATING	89.45
						Totals for 10070	357.80
						Totals for LECHNER SERVICES	357.80
05/27/2026	LYNCH- BOLK, APRILAN	10E000 2210 6400 00 000000	Reimbursement - Supplies	AL051326	05/13/2026	10071 OPERATING	149.90
						Totals for 10071	149.90
						Totals for LYNCH- BOLK, APRILANNE	149.90
05/27/2026	MARISSA BENNETT CONS	10E000 2220 3000 00 462000	Contract Service	14040996	05/05/2026	10072 OPERATING	560.00
						Totals for 10072	560.00

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
				Totals for MARISSA BENNETT CONSULTING, L			560.00
05/27/2026	MEALTIME	10E000 2560 3120 00 000000	Contract Service	MTMN000045	04/14/2026	10073 OPERATING	3,189.00
						Totals for 10073	3,189.00
						Totals for MEALTIME	3,189.00
05/27/2026	MENARDS	20E000 2540 4100 00 000000	Supplies	38473	10/24/2025	10074 OPERATING	587.65
						Totals for 10074	587.65
						Totals for MENARDS	587.65
05/27/2026	MENTA ACADEMY NORTH	10E000 1912 6700 00 000000	Tuition - April 2026	SESINV-059	04/30/2026	10075 OPERATING	4,342.38
05/27/2026	MENTA ACADEMY NORTH	10E000 1912 6700 00 000000	Tuition - April 2026	SESINV-059	04/30/2026	10075 OPERATING	13,027.14
						Totals for 10075	17,369.52
						Totals for MENTA ACADEMY NORTH - SPED SE	17,369.52
05/27/2026	MENTA ACADEMY NORTH	40E000 2550 3184 00 000000	Student Transportation - April 2026	SYSINV-020	04/30/2026	10076 OPERATING	4,696.02
						Totals for 10076	4,696.02
						Totals for MENTA ACADEMY NORTH TRANS	4,696.02
05/27/2026	MIDWEST TRANSIT EQUI	40E000 2550 4100 00 000000	Supplies	X106054886	04/16/2026	10077 OPERATING	47.04
05/27/2026	MIDWEST TRANSIT EQUI	40E000 2550 3210 00 000000	Supplies	R311008020	03/31/2026	10077 OPERATING	108.75
05/27/2026	MIDWEST TRANSIT EQUI	40E000 2550 3210 00 000000	Repairs	R311008151	03/18/2026	10077 OPERATING	294.33
05/27/2026	MIDWEST TRANSIT EQUI	40E000 2550 3210 00 000000	Repairs	R311008152	03/18/2026	10077 OPERATING	261.54
05/27/2026	MIDWEST TRANSIT EQUI	40E000 2550 3210 00 000000	Supplies	X106054333	03/12/2026	10077 OPERATING	145.08
						Totals for 10077	856.74
						Totals for MIDWEST TRANSIT EQUIPMENT INC	856.74
05/27/2026	MIDWEST PAPER RETRIE	20E006 2540 3610 00 000000	Contract Service - RT	0000146243	04/30/2026	10078 OPERATING	78.54
05/27/2026	MIDWEST PAPER RETRIE	20E001 2540 3610 00 000000	Contract Service - SPL	0000145936	04/30/2026	10078 OPERATING	111.80
05/27/2026	MIDWEST PAPER RETRIE	20E003 2540 3610 00 000000	Contract Service - VKG	0000146242	04/30/2026	10078 OPERATING	74.80
05/27/2026	MIDWEST PAPER RETRIE	20E002 2540 3610 00 000000	Contract Service - PT	0000146209	04/30/2026	10078 OPERATING	27.00
						Totals for 10078	292.14

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
Totals for MIDWEST PAPER RETRIEVER							292.14
05/27/2026	MILLBURN SCHOOL DIST	40E000 2550 3184 00 000000	Transportation	326	04/10/2026	10079 OPERATING	4,061.00
Totals for 10079							4,061.00
Totals for MILLBURN SCHOOL DISTRICT 24							4,061.00
05/27/2026	MOBILE THERAPY CENTE	10E000 3700 3120 00 462000	Contract Service - St. Patrick's Speech	April 2026	05/05/2026	10080 OPERATING	4,140.00
Totals for 10080							4,140.00
Totals for MOBILE THERAPY CENTERS OF AME							4,140.00
05/27/2026	NAPA AUTO PARTS	40E000 2550 4100 00 000000	Supplies	343327	05/08/2026	10081 OPERATING	239.76
05/27/2026	NAPA AUTO PARTS	40E000 2550 4100 00 000000	Supplies	343328	05/08/2026	10081 OPERATING	179.82
Totals for 10081							419.58
Totals for NAPA AUTO PARTS							419.58
05/27/2026	NEW CONNECTIONS ACAD	10E000 1912 6700 00 000000	Tuition - April 2026	17466	04/30/2026	10082 OPERATING	7,786.38
05/27/2026	NEW CONNECTIONS ACAD	10E000 1912 6700 00 000000	Tuition - March 2026	17395	03/31/2026	10082 OPERATING	5,932.48
Totals for 10082							13,718.86
Totals for NEW CONNECTIONS ACADEMY							13,718.86
05/27/2026	NIHIP	10L000 4560 0000 00 000000	MAY, 2026	MAY 2026	05/15/2026	6382 OPERATING	307,741.99
05/27/2026	NIHIP	20L000 4560 0000 00 000000	MAY, 2026	MAY 2026	05/15/2026	6382 OPERATING	20,982.41
05/27/2026	NIHIP	40L000 4560 0000 00 000000	MAY, 2026	MAY 2026	05/15/2026	6382 OPERATING	20,982.41
Totals for 6382							349,706.81
Totals for NIHIP							349,706.81
05/27/2026	NORTH SHORE GAS	20E001 2540 4660 00 000000	Gas Bill - SPL	5901224744	04/23/2026	10083 OPERATING	152.92
05/27/2026	NORTH SHORE GAS	20E000 2540 4660 00 000000	Gas Bill - Do	5902064484	04/23/2026	10083 OPERATING	452.54
Totals for 10083							605.46
Totals for NORTH SHORE GAS							605.46
05/27/2026	NORTH SHORE WATER RE	20E004 2540 3600 00 000000	Water/Sewer - Trans	5844546	04/18/2026	10084 OPERATING	54.88

POST									INVOICE	INVOICE	CHECK BANK			
DATE	VENDOR			ACCOUNT					DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
05/27/2026	NORTH SHORE	WATER	RE	20E002	2540	3600	00	000000	Water/Sewer - PT	5843199	04/18/2026	10084	OPERATING	214.03
05/27/2026	NORTH SHORE	WATER	RE	20E001	2540	3600	00	000000	Water/Sewer - SPL	5844888	04/18/2026	10084	OPERATING	521.36
05/27/2026	NORTH SHORE	WATER	RE	20E006	2540	3600	00	000000	Water/Sewer - RT	5848746	04/18/2026	10084	OPERATING	570.75
05/27/2026	NORTH SHORE	WATER	RE	20E003	2540	3600	00	000000	Water/Sewer - VKG	5848028	04/18/2026	10084	OPERATING	406.11
Totals for 10084													1,767.13	
Totals for NORTH SHORE WATER RECLAMATION													1,767.13	
05/27/2026	NORTH SHORE	HEALTH T		10E000	1100	3185	00	000000	Hospital Tutoring	NS-56-04	04/30/2026	10085	OPERATING	187.20
Totals for 10085													187.20	
Totals for NORTH SHORE HEALTH TUTORING S													187.20	
05/27/2026	ONE HOPE	UNITED		10E000	1912	6700	00	000000	Tuition April 2026	April 2026	05/04/2026	10086	OPERATING	6,279.40
Totals for 10086													6,279.40	
Totals for ONE HOPE UNITED													6,279.40	
05/27/2026	OROZCO, AURORA			10E000	2320	3320	00	000000	Reimbursement - Mileage	A0051826	05/18/2026	10087	OPERATING	145.58
Totals for 10087													145.58	
Totals for OROZCO, AURORA													145.58	
05/27/2026	OVERDRIVE			10E006	2220	3115	00	000000	Books - RT	08841C0261	04/27/2026	10088	OPERATING	59.99
Totals for 10088													59.99	
Totals for OVERDRIVE													59.99	
05/27/2026	J W PEPPER & SON INC			10E003	1100	4100	12	000000	Supplie - VKG	368427244	03/18/2026	10089	OPERATING	63.99
Totals for 10089													63.99	
Totals for J W PEPPER & SON INC													63.99	
05/27/2026	PITNEY BOWES	GLOBAL		10E000	2570	3630	00	000000	Lease - VKG	3107833503	04/08/2026	10090	OPERATING	474.96
05/27/2026	PITNEY BOWES	GLOBAL		10E000	2570	3630	00	000000	Lease - SPL	3107833509	04/08/2026	10090	OPERATING	47.76
05/27/2026	PITNEY BOWES	GLOBAL		10E000	2570	3630	00	000000	Lease - RT	3107833677	04/08/2026	10090	OPERATING	47.76
Totals for 10090													570.48	
Totals for PITNEY BOWES GLOBAL FINANCIAL													570.48	

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
05/27/2026	PLANCONNECT	10E000 2310 3120 00 000000	Anual Fee, Invoiced Quarterly	10624	04/30/2026	10091 OPERATING	187.50
						Totals for 10091	187.50
						Totals for PLANCONNECT	187.50
05/27/2026	POOLEY, SHERRY	10E000 2330 3120 00 000000	SPED Admin Support	008	05/10/2026	10092 OPERATING	195.00
						Totals for 10092	195.00
						Totals for POOLEY, SHERRY	195.00
05/27/2026	PROCARE THERAPY	10E000 2130 3120 00 000000	Contract Service - Nurse	21454790	05/10/2026	10093 OPERATING	2,788.00
05/27/2026	PROCARE THERAPY	10E000 2130 3120 00 000000	Contract Service - Nurse	21448203	05/03/2026	10093 OPERATING	2,788.00
05/27/2026	PROCARE THERAPY	10E000 2130 3120 00 000000	Contract Service - Nurse	21442299	04/26/2026	10093 OPERATING	2,788.00
05/27/2026	PROCARE THERAPY	10E000 2130 3120 00 000000	Contract Service - Nurse	21430937	04/12/2026	10093 OPERATING	2,788.00
05/27/2026	PROCARE THERAPY	10E000 2130 3120 00 000000	Contract Service - Nurse	21436455	04/19/2026	10093 OPERATING	2,788.00
						Totals for 10093	13,940.00
						Totals for PROCARE THERAPY	13,940.00
05/27/2026	PROMPTMED URGENT CAR	40E000 2550 3191 00 000000	Physicals	4045903	04/08/2026	10094 OPERATING	113.00
05/27/2026	PROMPTMED URGENT CAR	40E000 2550 3191 00 000000	Physicals	4046066	05/06/2026	10094 OPERATING	113.00
						Totals for 10094	226.00
						Totals for PROMPTMED URGENT CARE	226.00
05/27/2026	QUEST FOOD MGT SERVI	10E000 2560 3140 00 000000	Breakfast & Lunch - APR 2026	IN136119	04/30/2026	10095 OPERATING	211,344.52
						Totals for 10095	211,344.52
						Totals for QUEST FOOD MGT SERVICES	211,344.52
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	47895321	02/23/2026	10097 OPERATING	285.18
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	47923564	02/25/2026	10097 OPERATING	96.88
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	48087600	03/09/2026	10097 OPERATING	391.44
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	48608110	04/20/2026	10097 OPERATING	57.76
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	48625323	04/21/2026	10097 OPERATING	726.60
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	48600083	04/17/2026	10097 OPERATING	196.29
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	47824696	02/17/2026	10097 OPERATING	130.38
05/27/2026	QUILL CORPORATION	10E001 1100 4100 00 000000	Supplies - SPL	2662928	05/01/2026	10097 OPERATING	-102.00

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK BANK NUMBER CODE	AMOUNT
Totals for 10097							1,782.53
Totals for QUILL CORPORATION							1,782.53
05/27/2026	RAMOS, LIZZETTE	10E000 2130 6400 00 000000	Reimbursement - License Renewal	LR042826	04/28/2026	10098 OPERATING	81.80
Totals for 10098							81.80
Totals for RAMOS, LIZZETTE							81.80
05/27/2026	RIDE-ON TRANSIT	40E000 2550 3184 00 000000	Student Transportation	260445	04/30/2026	10099 OPERATING	69,650.00
05/27/2026	RIDE-ON TRANSIT	40E000 2550 3184 00 000000	Student Transportation	260446	04/30/2026	10099 OPERATING	372.00
Totals for 10099							70,022.00
Totals for RIDE-ON TRANSIT							70,022.00
05/27/2026	ROCCO Z MUSIC	10E003 1100 4100 15 000000	Repairs	3554	05/15/2026	10100 OPERATING	400.00
Totals for 10100							400.00
Totals for ROCCO Z MUSIC							400.00
05/27/2026	ROLAN, ANTONIO	10E000 2210 3320 00 000000	Reimbursement - Mileage	AR040626	04/06/2026	10101 OPERATING	47.32
05/27/2026	ROLAN, ANTONIO	10E000 2210 3320 00 000000	Reimbursement - Mileage	AR042326	04/23/2026	10101 OPERATING	47.32
05/27/2026	ROLAN, ANTONIO	10E000 2210 3320 00 000000	Reimbursement - Mileage	AR051226	04/23/2026	10101 OPERATING	47.32
Totals for 10101							141.96
Totals for ROLAN, ANTONIO							141.96
05/27/2026	ROSHEGER, SARA	10E001 2410 4100 00 000000	Reimbursement - Teacher Appreciation Luncheon	SR051126	05/11/2026	10102 OPERATING	60.00
05/27/2026	ROSHEGER, SARA	10E000 2210 3310 00 462000	Reimbursement - Dinner PFA Forum	SR041626	04/16/2026	10102 OPERATING	14.53
05/27/2026	ROSHEGER, SARA	10E000 2210 3310 00 462000	Reimbursement - Mileage	SR041426	04/14/2026	10102 OPERATING	258.10
Totals for 10102							332.63
Totals for ROSHEGER, SARA							332.63
05/27/2026	SCHOOL HEALTH	10E000 2130 4100 00 000000	Supplies	CINV000379	04/10/2026	10103 OPERATING	4.64
05/27/2026	SCHOOL HEALTH	10E000 2130 4100 00 000000	Supplies	CINV000378	04/08/2026	10103 OPERATING	35.18

POST	ACCOUNT						INVOICE	INVOICE	CHECK BANK		
DATE	VENDOR	NUMBER					DESCRIPTION	NUMBER	DATE	NUMBER CODE	AMOUNT
Totals for 10103											39.82
Totals for SCHOOL HEALTH											39.82
05/27/2026	SCHOOL SPECIALTY INC	10E003	1100	4100	00	000000	Supplies - VKG	2081369291	04/10/2026	10104 OPERATING	61.66
05/27/2026	SCHOOL SPECIALTY INC	10E003	1100	4100	00	000000	Supplies - VKG	2081369238	04/09/2026	10104 OPERATING	157.67
05/27/2026	SCHOOL SPECIALTY INC	10E002	1100	4100	02	000000	Supplies - PT	3081048573	04/10/2026	10104 OPERATING	968.19
Totals for 10104											1,187.52
Totals for SCHOOL SPECIALTY INC											1,187.52
05/27/2026	SCHOOL DATEBOOKS - S	10E000	2210	6400	00	000000	Supplies	S26-032879	05/05/2026	10105 OPERATING	1,128.17
Totals for 10105											1,128.17
Totals for SCHOOL DATEBOOKS - SDI											1,128.17
05/27/2026	SIMNICK, LAUREN	10E000	2150	4140	00	000000	Reimbursement - Supplies (Speech)	LS042026	04/20/2026	10106 OPERATING	178.99
Totals for 10106											178.99
Totals for SIMNICK, LAUREN											178.99
05/27/2026	SMITH, DEBORAH	10E000	1225	3120	00	000000	Contract Service - JAN 2026 - MAY 2026	DS051226	05/12/2026	10107 OPERATING	2,600.00
Totals for 10107											2,600.00
Totals for SMITH, DEBORAH											2,600.00
05/27/2026	SMITHEREEN PEST MGT	20E000	2540	3120	00	000000	Contract Service - PT	4052736	05/01/2026	10108 OPERATING	170.00
Totals for 10108											170.00
Totals for SMITHEREEN PEST MGT SERVICES											170.00
05/27/2026	SMITH, SEAN	20E000	2540	3320	00	000000	reimbursement - Mileage	SS050126	05/01/2026	10109 OPERATING	42.49
05/27/2026	SMITH, SEAN	20E000	2540	3320	00	000000	Reimbursement - Mileage	SS043026	04/30/2026	10109 OPERATING	506.58
Totals for 10109											549.07
Totals for SMITH, SEAN											549.07

POST		ACCOUNT						INVOICE	INVOICE	INVOICE	CHECK	BANK	AMOUNT
DATE	VENDOR	NUMBER						DESCRIPTION	NUMBER	DATE	NUMBER	CODE	
05/27/2026	SPECIAL EDUCATION DI	10E000	2210	3310	00	462000		NCI Refresher Training	2026-04-29	04/29/2026	10110	OPERATING	80.00
05/27/2026	SPECIAL EDUCATION DI	10E000	1200	3120	00	000000		Contract Service	2026-04-29	04/29/2026	10110	OPERATING	1,547.75
05/27/2026	SPECIAL EDUCATION DI	10E000	4220	6700	00	000000		TPI/ELL ITINERANT SERVICES	2026-04-25	04/15/2026	10110	OPERATING	7,840.35
05/27/2026	SPECIAL EDUCATION DI	10E000	4220	6700	00	000000		Tuition - May 2026	050726	05/07/2026	10110	OPERATING	198,177.80
												Totals for 10110	207,645.90
												Totals for SPECIAL EDUCATION DISTRICT OF	207,645.90
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7928	04/22/2026	10113	OPERATING	7,858.78
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7881	04/15/2026	10113	OPERATING	7,835.78
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7839	04/09/2026	10113	OPERATING	4,583.04
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7782	03/25/2026	10113	OPERATING	4,925.21
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7771	03/18/2026	10113	OPERATING	5,498.28
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7701	03/12/2026	10113	OPERATING	2,253.93
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	8075	05/14/2026	10113	OPERATING	7,621.74
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	7974	04/30/2026	10113	OPERATING	7,798.95
05/27/2026	SPOTTER STAFFING	10E000	2150	3120	00	000000		Contract Service - Speech Teacher	8025	05/06/2026	10113	OPERATING	6,908.27
												Totals for 10113	55,283.98
												Totals for SPOTTER STAFFING	55,283.98
05/27/2026	SUNBELT STAFFING	10E000	2140	3120	00	000000		Contract Service - School PSYCH	21434600	04/19/2026	10115	OPERATING	2,803.50
05/27/2026	SUNBELT STAFFING	10E000	2140	3120	00	000000		Contract Service - School PSYCH	21434857	04/19/2026	10115	OPERATING	3,551.10
05/27/2026	SUNBELT STAFFING	10E000	2140	3120	00	000000		Contract Service - School PSYCH	21440140	04/26/2026	10115	OPERATING	2,803.50
05/27/2026	SUNBELT STAFFING	10E000	2140	3120	00	000000		Contract Service - School PSYCH	21440423	04/26/2026	10115	OPERATING	3,551.10
05/27/2026	SUNBELT STAFFING	10E000	2140	3120	00	000000		Contract Service - School PSYCH	21445942	05/03/2026	10115	OPERATING	2,803.50

POST		ACCOUNT	INVOICE	INVOICE	INVOICE	CHECK	BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
			PSYCH					
05/27/2026	SUNBELT STAFFING	10E000 2140 3120 00 000000	Contract Service - School	21446263	05/18/2026	10115	OPERATING	3,551.10
			PSYCH					
05/27/2026	SUNBELT STAFFING	10E000 2140 3120 00 000000	Contract Service - School	21453230	05/10/2026	10115	OPERATING	3,551.10
			PSYCH					
05/27/2026	SUNBELT STAFFING	10E000 2140 3120 00 000000	Contract Service - School	21452982	05/10/2026	10115	OPERATING	2,803.50
			PSYCH					
							Totals for 10115	25,418.40
							Totals for SUNBELT STAFFING	25,418.40
05/27/2026	SUPREME SCHOOL SUPPL	10E003 1100 4100 00 000000	Supplies - VKG	202062	04/09/2026	10116	OPERATING	56.69
							Totals for 10116	56.69
							Totals for SUPREME SCHOOL SUPPLY CO.	56.69
05/27/2026	SWEETWATER SOUND, LL	10E006 1100 4100 12 000000	Music Supplies	50182720	05/06/2026	10117	OPERATING	305.49
05/27/2026	SWEETWATER SOUND, LL	10E003 1100 5300 15 000000	Yamaha Clavinova CVP Arranger Console	50299995	05/15/2026	10117	OPERATING	7,426.91
							Totals for 10117	7,732.40
							Totals for SWEETWATER SOUND, LLC	7,732.40
05/27/2026	T-MOBILE	10E000 2660 3110 00 000000	Technology Service - Hotspot for Students	998347443-	04/22/2026	10118	OPERATING	415.00
05/27/2026	T-MOBILE	10E000 2660 3500 00 000000	Cell Phone Service	995441854-	04/21/2026	10118	OPERATING	1,237.92
							Totals for 10118	1,652.92
							Totals for T-MOBILE	1,652.92
05/27/2026	TEACHERS' RETIREMENT	10E000 2310 2140 00 000000	This Fund - April 2026	328747	04/25/2026	6379	OPERATING	4,051.29
							Totals for 6379	4,051.29
							Totals for TEACHERS' RETIREMENT SYSTEM	4,051.29
05/27/2026	THOMSON REUTERS - WE	10E000 2310 3120 00 000000	Online/Software Subscription - April 2026	853570752	05/01/2026	10119	OPERATING	1,314.00
							Totals for 10119	1,314.00

POST		ACCOUNT	INVOICE	INVOICE	CHECK BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER CODE
						AMOUNT
					Totals for THOMSON REUTERS - WEST	
						1,314.00
05/27/2026	TOPLINE TRANSPORTATI	40E000 2550 3184 00 000000	Student Transportation	104507	05/01/2026	10120 OPERATING
						Totals for 10120
						3,043.00
						3,043.00
					Totals for TOPLINE TRANSPORTATION CO	
						3,043.00
05/27/2026	TORRES, MARIA	10E000 3000 3120 00 490900	Reimbursement - Supplies	MT051126	05/11/2026	10121 OPERATING
						Totals for 10121
						161.34
						161.34
					Totals for TORRES, MARIA	
						161.34
05/27/2026	TRANE U.S. INC	20E006 2540 4100 00 000000	Supplies - RT	20774099	12/24/2025	10122 OPERATING
05/27/2026	TRANE U.S. INC	20E000 2540 3220 00 000000	HVAC	20769581	12/23/2025	10122 OPERATING
05/27/2026	TRANE U.S. INC	20E000 2540 3220 00 000000	HVAC	20774090	12/24/2025	10122 OPERATING
						Totals for 10122
						2,323.43
					Totals for TRANE U.S. INC	
						2,323.43
05/27/2026	TRUE NORTH EDUCATION	10E000 1912 6700 00 000000	Tuition - March Invoice	780560326	04/26/2026	10123 OPERATING
						Totals for 10123
						14,613.08
						14,613.08
					Totals for TRUE NORTH EDUCATION COOP 804	
						14,613.08
05/27/2026	ULINE	40E000 2550 4100 00 000000	Supplies - TRANS	206745791	04/14/2026	10124 OPERATING
						Totals for 10124
						46.50
						46.50
					Totals for ULINE	
						46.50
05/27/2026	VILLAGE OF BEACH PAR	20E002 2540 3600 00 000000	Water/Sewer - PT	0050116000	05/01/2026	10125 OPERATING
						Totals for 10125
						1,671.53
						1,671.53
					Totals for VILLAGE OF BEACH PARK	
						1,671.53
05/27/2026	VILLAGE OF GURNEE	20E000 2540 3600 00 000000	Water/Sewer - DO	519610	04/06/2026	10126 OPERATING
05/27/2026	VILLAGE OF GURNEE	20E001 2540 3600 00 000000	Water/Sewer - SPL	519608	04/06/2026	10126 OPERATING
05/27/2026	VILLAGE OF GURNEE	20E000 2540 3600 00 000000	Water/Sewer - VKG	519773	04/06/2026	10126 OPERATING
05/27/2026	VILLAGE OF GURNEE	20E006 2540 3600 00 000000	Water/Sewer - RT	520662	04/06/2026	10126 OPERATING
						Totals for 10126
						2,715.58

POST DATE	VENDOR	ACCOUNT NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	INVOICE DATE	CHECK NUMBER	BANK CODE	AMOUNT
Totals for VILLAGE OF GURNEE								2,715.58
05/27/2026	VILLAGE HALL OF GURN	40E000 2550 4680 00 000000	Fuel	5191	05/05/2026	10127	OPERATING	15,663.05
05/27/2026	VILLAGE HALL OF GURN	20E000 2540 4680 00 000000	Fuel	5191	05/05/2026	10127	OPERATING	3,915.76
05/27/2026	VILLAGE HALL OF GURN	10E000 2190 3120 00 000000	School Resource Officer	5223	05/05/2026	10127	OPERATING	26,344.34
Totals for 10127								45,923.15
Totals for VILLAGE HALL OF GURNEE								45,923.15
05/27/2026	VIRTUAL CONNECTIONS	10E000 1912 6700 00 000000	Tuition - APR 2026	6743	04/30/2026	10128	OPERATING	7,813.05
Totals for 10128								7,813.05
Totals for VIRTUAL CONNECTIONS ACADEMY								7,813.05
05/27/2026	WARREN, MARLA	10E000 2130 3181 00 462000	Contract Service - APR 2026	MW043026	04/30/2026	10129	OPERATING	3,620.00
Totals for 10129								3,620.00
Totals for WARREN, MARLA								3,620.00
05/27/2026	WASTE MANAGEMENT	20E001 2540 3610 00 000000	Waste Management - April 2026	April 2026	05/01/2026	6378	OPERATING	634.11
05/27/2026	WASTE MANAGEMENT	20E002 2540 3610 00 000000	Waste Management - April 2026	April 2026	05/01/2026	6378	OPERATING	3,459.26
05/27/2026	WASTE MANAGEMENT	20E003 2540 3610 00 000000	Waste Management - April 2026	April 2026	05/01/2026	6378	OPERATING	989.39
05/27/2026	WASTE MANAGEMENT	20E006 2540 3610 00 000000	Waste Management - April 2026	April 2026	05/01/2026	6378	OPERATING	496.16
05/27/2026	WASTE MANAGEMENT	20E004 2540 3610 00 000000	Waste Management - April 2026	April 2026	05/01/2026	6378	OPERATING	70.83
Totals for 6378								5,649.75
Totals for WASTE MANAGEMENT								5,649.75
05/27/2026	WAUKEGAN COMMUNITY U	40E000 2550 3184 00 000000	Student Transportation	2026-01	04/03/2026	10130	OPERATING	6,847.30
Totals for 10130								6,847.30
Totals for WAUKEGAN COMMUNITY UNIT SHCOO								6,847.30
05/27/2026	WAUKEGAN SAFE & LOCK	20E000 2540 4100 00 000000	Contract Service	154969	05/14/2026	10131	OPERATING	285.00
05/27/2026	WAUKEGAN SAFE & LOCK	20E002 2540 4100 00 000000	Contract Service - VKG	244328	04/22/2026	10131	OPERATING	146.50
05/27/2026	WAUKEGAN SAFE & LOCK	20E006 2540 3120 00 000000	Contract Service - RT	244406	04/28/2026	10131	OPERATING	45.00
05/27/2026	WAUKEGAN SAFE & LOCK	20E002 2540 4100 00 000000	Contract Service - VKG	244507	05/05/2026	10131	OPERATING	95.00
05/27/2026	WAUKEGAN SAFE & LOCK	20E000 2540 3120 00 000000	Contract Service	244608	05/15/2026	10131	OPERATING	290.00

POST		ACCOUNT	INVOICE	INVOICE	INVOICE	CHECK	BANK	
DATE	VENDOR	NUMBER	DESCRIPTION	NUMBER	DATE	NUMBER	CODE	AMOUNT
						Totals for ZANER-BLOSER, INC		1,982.20
						Totals for BNK12		1,627,462.40
						Totals for checks		1,894,967.79

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	536,758.96	0.00	936,161.91	1,472,920.87
20	OPER & MAINT FUND	29,104.30	0.00	170,283.58	199,387.88
30	DEBT SERVICE	0.00	0.00	16,428.36	16,428.36
40	TRANSPORTATION FUND	29,105.35	0.00	138,836.78	167,942.13
50	RETIREMENT FUND	21,542.79	0.00	0.00	21,542.79
60	CAPITAL PROJECTS	0.00	0.00	13,617.80	13,617.80
80	TORT IMMUNITY FUND	0.00	0.00	3,127.96	3,127.96
***	Fund Summary Totals ***	616,511.40	0.00	1,278,456.39	1,894,967.79

***** End of report *****

PROFESSIONAL LEAVE AND CONFERENCES
May 27, 2026

June 10, 2026.	ACE Women is School Leadership Bloomington, IL	Jennifer Glickley
June 10, 2026.	ACE Women is School Leadership Bloomington, IL	Lori Johnson
June 23, 2026.	Superkids School Conference Virtual	Jennifer Barrera
June 23, 2026.	Superkids School Conference Virtual	Betsy Sincora
June 23, 2026.	Superkids School Conference Virtual	Beth Voce
June 23, 2026.	Superkids School Conference Virtual	Kim Burman
June 23, 2026.	Superkids School Conference Virtual	Kim Burman
Sep 26 - 27, 2026.	Maker Faire Mare Island Naval Shipyard, CA	Dain Elman



Aurora Orozco <aorozco@d56.org>

Fwd: FOIA Request [Ref: Avah Norton]

2 messages

Luis Correa <lcorrea@d56.org>
To: Aurora Orozco <aorozco@d56.org>

Mon, May 4, 2026 at 1:40 PM

----- Forwarded message -----

From: Catherine Merrill <catherine@databranchusa.com>
Date: Sat, May 2, 2026 at 3:28 PM
Subject: FOIA Request [Ref: Avah Norton]
To: lcorrea@d56.org <lcorrea@d56.org>
Cc: avah.norton@thedatabranch.com <avah.norton@thedatabranch.com>

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a public records request for vendor procurement records.

Scope of Request:

We are requesting all executed contracts, agreements, purchase orders, and related procurement documents for products or services purchased from any of the following vendors or their authorized resellers, for the period January 1, 2021, to the present:

All products from: Primex, American Time, and/or Sapling.

We are seeking records that reflect the pricing structure of any such engagement, including per-unit costs, subscription or licensing terms, and implementation fees.

Requested Records (if readily accessible):

Please include any of the following that your agency maintains:

- Executed contracts, master service agreements, or order forms
- Purchase orders relating to the requested documents
- RFP or solicitation documents, including vendor responses and evaluation materials
- Task orders issued against cooperative purchasing agreements (e.g., Sourcewell, NASPO, OMNIA, or state contract vehicles)

Preferred Format & Delivery:

We understand recordkeeping systems vary across agencies. We are fully willing to receive:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records your office already maintains

Commercial Nature & Flexibility:

This request is for commercial research purposes. We are happy to comply with all applicable policies and procedures and are willing to narrow, clarify, or adjust the request to make fulfillment easier for your office.

Please send all records to my colleague Avah Norton at the following:Email: avah.norton@thedatabranch.com

Phone: (302) 585-3132

Address: [1111B S Governors Ave STE 21033, Dover, DE 19904](#)

If your reply does not keep recipients, please use this link instead: [email Avah Norton directly](#).

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team

Aurora Orozco <aorozco@d56.org>
To: avah.norton@thedatabranch.com

Tue, May 5, 2026 at 10:35 AM

Good morning Avah

This email is in response to your FOIA request seeking vendor procurement records for Primex, American Time, and Sapling from January 1, 2021, to the present.

The District has identified responsive records related to American Time. Please note that the District has only purchased supplies and equipment from this vendor, and installation services were completed internally by the District's Maintenance Department. No formal contracts or service agreements were executed for these purchases.

The District has not identified any responsive records related to Primex or Sapling during the requested timeframe.

Attached, please find the purchase history records for American Time that reflect the District's transactions during the requested period.

Please let me know if you have any questions or need any additional information.

Sincerely,
Aurora

[Quoted text hidden]

--

AURORA OROZCO

Administrative Assistant to the Superintendent
and Board of Education
Gurnee School District 56
Phone: 847-505-1600



@GurneeD56 @District56 @GurneeDistrict56 @D56StreamingVideo

"We are not myths of the past, ruins in the jungle, or zoos. We are people and we want to be respected not to be victims of intolerance and racism." -Rigoberta

Menchu

POST		INVOICE	INVOICE	INVOICE	BANK	
DATE	VENDOR	DESCRIPTION	NUMBER	DATE	CODE	AMOUNT
03/17/2021	AMERICAN TIME	SUPPLIES	842426	03/03/2021	0 ACCOUNT	881.45
				Totals for 72027		881.45
02/23/2022	AMERICAN TIME	SUPPLIES	853782	02/04/2022	0 ACCOUNT	1,048.22
				Totals for 73818		1,048.22
05/25/2022	AMERICAN TIME	SUPPLIES	856417	04/27/2022	0 ACCOUNT	943.42
				Totals for 74325		943.42
03/22/2023	AMERICAN TIME	SUPPLIES	865075	02/14/2023	0 ACCOUNT	692.42
				Totals for 75728		692.42
11/15/2023	AMERICAN TIME	SUPPLIES	872525	10/18/2023	0 ACCOUNT	865.52
				Totals for 77033		865.52
12/20/2023	AMERICAN TIME	SUPPLIES	873268	11/10/2023	0 ACCOUNT	865.52
				Totals for 77161		865.52
				Totals for AMERICAN TIME		5,296.55
				Totals for BNK00		5,296.55
				Totals for checks		5,296.55

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
20	OPER & MAINT FUND	0.00	0.00	5,296.55	5,296.55
***	Fund Summary Totals ***	0.00	0.00	5,296.55	5,296.55

***** End of report *****



Aurora Orozco <aorozco@d56.org>

Fwd: FOIA Request [Ref: Angela Capone]

2 messages

Luis Correa <lcorrea@d56.org>
To: Aurora Orozco <aorozco@d56.org>

Mon, May 4, 2026 at 1:40 PM

----- Forwarded message -----

From: **Jayden Swan** <jayden@databranchusa.com>
Date: Sun, May 3, 2026 at 3:37 PM
Subject: FOIA Request [Ref: Angela Capone]
To: lcorrea@d56.org <lcorrea@d56.org>
Cc: angela.capone@thedatabranch.com <angela.capone@thedatabranch.com>

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a public records request for vendor procurement records.

Scope of Request:

We are requesting all executed contracts, agreements, purchase orders, and related procurement documents for products or services purchased from any of the following vendors or their authorized resellers, for the period January 1, 2021, to the present:

****All products from:**** Blackboard Inc, Finalsite, DMX, Funds for Learning, E-Rate Consulting, N-Able, Raptor Technologies, and/or CSM Consulting

We are seeking records that reflect the pricing structure of any such engagement, including per-unit costs, subscription or licensing terms, and implementation fees.

Requested Records (if readily accessible):

Please include any of the following that your agency maintains:

- Executed contracts, master service agreements, or order forms
- Purchase orders relating to the requested documents
- RFP or solicitation documents, including vendor responses and evaluation materials
- Task orders issued against cooperative purchasing agreements (e.g., Sourcewell, NASPO, OMNIA, or state contract vehicles)

Preferred Format & Delivery:

We understand recordkeeping systems vary across agencies. We are fully willing to receive:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records your office already maintains

Commercial Nature & Flexibility:

This request is for commercial research purposes. We are happy to comply with all applicable policies and procedures and are willing to narrow, clarify, or adjust the request to make fulfillment easier for your office.

Please send all records to my colleague Angela Capone at the following:Email: angela.capone@thedatabranch.com

Phone: (302) 585-3132

Address: [1111B S Governors Ave STE 21033, Dover, DE 19904](#)

If your reply does not keep recipients, please use this link instead: [email Angela Capone directly](#).

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team

Aurora Orozco <aorozco@d56.org>
To: angela.capone@thedatabranch.com
Cc: Luis Correa <lcorrea@d56.org>

Tue, May 5, 2026 at 10:41 AM

Good morning,

This email is in response to your FOIA request seeking vendor procurement records for Blackboard Inc., Finalsity, DMX, Funds for Learning, E-Rate Consulting, N-Able, Raptor Technologies, and CSM Consulting from January 1, 2021, to the present.

The District has conducted a search for records responsive to your request. The District identified records related to Blackboard Inc., E-Rate Consulting, and Raptor Technologies. Attached, please find vendor check history reports reflecting payments made to these vendors during the requested timeframe.

The District did not identify responsive records for Finalsity, DMX, Funds for Learning, N-Able, or CSM Consulting during the specified timeframe.

Please let me know if you have any questions.

Sincerely,
Aurora

[Quoted text hidden]

--

AURORA OROZCO

Administrative Assistant to the Superintendent
and Board of Education
Gurnee School District 56
Phone: 847-505-1600



@GurneeD56



@District56



@GurneeDistrict56



@D56StreamingVideo

"We are not myths of the past, ruins in the jungle, or zoos. We are people and we want to be respected not to be victims of intolerance and racism." -Rigoberta

Menchu



FOIA_databranchusa#2_5_5_26.pdf
672K

POST		INVOICE	INVOICE	INVOICE	BANK	
DATE	VENDOR	DESCRIPTION	NUMBER	DATE	CODE	AMOUNT
05/26/2021	BLACKBOARD INC.	WEBSITE MANAGEMENT	326775	04/20/2021	0 ACCOUNT	6,630.74
				Totals for 72604		6,630.74
09/28/2022	BLACKBOARD INC.	WEBSITE MANAGEMENT	13866637	09/14/2022	0 ACCOUNT	6,629.50
				Totals for 74879		6,629.50
				Totals for BLACKBOARD INC.		13,260.24
				Totals for BNK00		13,260.24
				Totals for checks		13,260.24

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	13,260.24	13,260.24
***	Fund Summary Totals ***	0.00	0.00	13,260.24	13,260.24

***** End of report *****

POST		INVOICE	INVOICE	INVOICE	BANK	
DATE	VENDOR	DESCRIPTION	NUMBER	DATE	CODE	AMOUNT
02/15/2023	RAPTOR TECHNOLOGIES	RAPTOR LINK API SUITE	44369	12/01/2022	0 ACCOUNT	208.32
				Totals for 75681		208.32
03/22/2023	RAPTOR TECHNOLOGIES	ANNUAL RENEWAL	INV63666	02/01/2023	0 ACCOUNT	2,500.00
03/22/2023	RAPTOR TECHNOLOGIES	LINK APT SUITE	INV63697	02/01/2023	0 ACCOUNT	208.32
				Totals for 75837		2,708.32
09/27/2023	RAPTOR TECHNOLOGIES	LINK API SUITE	INV83683	08/01/2023	0 ACCOUNT	500.00
09/27/2023	RAPTOR TECHNOLOGIES	VISITOR MGT ANNUAL LICENSE FEE	INV89887	09/01/2023	0 ACCOUNT	2,500.00
10/30/2023	RAPTOR TECHNOLOGIES	LINK API SUITE	INV83683	08/01/2023	0 ACCOUNT	-500.00
10/30/2023	RAPTOR TECHNOLOGIES	VISITOR MGT ANNUAL LICENSE FEE	INV89887	09/01/2023	0 ACCOUNT	-2,500.00
				Totals for 76808		0.00
				Totals for RAPTOR TECHNOLOGIES		2,916.64
				Totals for BNK00		2,916.64
				Totals for checks		2,916.64

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	2,916.64	2,916.64
***	Fund Summary Totals ***	0.00	0.00	2,916.64	2,916.64

***** End of report *****

POST	INVOICE		INVOICE	INVOICE	BANK	AMOUNT
DATE	VENDOR	DESCRIPTION	NUMBER	DATE	CODE	
04/28/2021	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	CDW-41421	04/14/2021	0 ACCOUNT	1,060.02
04/28/2021	TELESOLUTIONS	CONSUL E-RATE SERVICES	COM-42021	04/20/2021	0 ACCOUNT	4,231.68
Totals for 72542						5,291.70
05/26/2021	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	APP-51721	05/17/2021	0 ACCOUNT	263.32
Totals for 72699						263.32
08/25/2021	TELESOLUTIONS	CONSUL E-RATE SERVICES	COM-81021	08/10/2021	0 ACCOUNT	1,619.09
08/25/2021	TELESOLUTIONS	CONSUL E-RATE SERVICES	COM-42-21	04/20/2021	0 ACCOUNT	4,231.68
Totals for 73077						5,850.77
01/26/2022	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	APP-1322	01/03/2022	0 ACCOUNT	303.60
Totals for 73788						303.60
05/25/2022	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	CDS-42622	04/26/2022	0 ACCOUNT	1,986.86
05/25/2022	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	COM-41822	04/18/2022	0 ACCOUNT	5,226.07
Totals for 74423						7,212.93
07/27/2022	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	JULY 2022	07/01/2022	0 ACCOUNT	1,200.00
Totals for 74708						1,200.00
09/28/2022	TELESOLUTIONS	CONSUL E-RATE REIMBURSEMENT	COM-82922	08/29/2022	0 ACCOUNT	1,736.24
Totals for 74994						1,736.24
10/26/2022	TELESOLUTIONS	CONSUL E-RATE SERVICES	WDL50-100	10/01/2022	0 ACCOUNT	1,200.00
Totals for 75142						1,200.00
01/25/2023	TELESOLUTIONS	CONSUL E-RATE SERVICES	WDL50-010	01/01/2023	0 ACCOUNT	1,200.00
Totals for 75579						1,200.00
04/26/2023	TELESOLUTIONS	CONSUL E-RATE SERVICES	WDL50-040	04/01/2023	0 ACCOUNT	1,200.00
Totals for 76071						1,200.00
07/26/2023	TELESOLUTIONS	CONSUL E-RATE SERVICES	WDL50-701	07/01/2023	0 ACCOUNT	1,200.00
Totals for 76550						1,200.00
10/25/2023	TELESOLUTIONS	CONSUL E RATE SERVICES	WDL50-100	10/01/2023	0 ACCOUNT	1,200.00
Totals for 76997						1,200.00
01/24/2024	TELESOLUTIONS	CONSUL E-RATE SERVICES	JAN 2024	01/01/2024	0 ACCOUNT	1,200.00
Totals for 77440						1,200.00
02/28/2024	TELESOLUTIONS	CONSUL E-Rate	WDL50-010	01/01/2024	0 ACCOUNT	1,200.00
Totals for 77610						1,200.00
07/24/2024	TELESOLUTIONS	CONSUL E-Rate	July - Sep	07/01/2024	0 ACCOUNT	1,180.00
Totals for 78661						1,180.00
10/23/2024	TELESOLUTIONS	CONSUL October 1,2024 - December 31, 2024 Quarterly Invoice - E-Rate	Gurnee56-1	10/01/2024	0 ACCOUNT	1,200.00
Totals for 79107						1,200.00
01/22/2025	TELESOLUTIONS	CONSUL E-Rate	Jan 2025	01/01/2025	0 ACCOUNT	1,200.00
Totals for 79570						1,200.00

POST		INVOICE	INVOICE	INVOICE	BANK	
DATE	VENDOR	DESCRIPTION	NUMBER	DATE	CODE	AMOUNT
04/23/2025	TELESOLUTIONS	CONSUL April 1, 2025 - June 30, 2025, Quarterly Invoice	Gurnee56 -	04/01/2025	0 ACCOUNT	1,200.00
				Totals for 80043		1,200.00
07/23/2025	TELESOLUTIONS	CONSUL July 1, 2025 - September 30, 2025, Quarterly Invoice	Gurnee56-7	07/01/2025	0 ACCOUNT	1,200.00
				Totals for 80453		1,200.00
10/22/2025	TELESOLUTIONS	CONSUL OCT - DEC 2025	Gurnee56-1	10/01/2025	0 ACCOUNT	1,200.00
				Totals for 81235		1,200.00
01/28/2026	TELESOLUTIONS	CONSUL JAN - MAR 2026	Gurnee56 -	01/01/2026	0 ACCOUNT	1,200.00
01/23/2026	TELESOLUTIONS	CONSUL JAN - MAR 2026	Gurnee56 -	01/01/2026	0 ACCOUNT	-1,200.00
				Totals for 82200		0.00
01/28/2026	TELESOLUTIONS	CONSUL JAN - MAR 2026	Gurnee56 -	01/01/2026	0 ACCOUNT	1,200.00
				Totals for 82373		1,200.00
04/22/2026	TELESOLUTIONS	CONSUL APR - JUN 2026	Gurnee56 -	04/01/2026	0 ACCOUNT	1,200.00
				Totals for 83430		1,200.00
				Totals for TELESOLUTIONS CONSULTANTS LLC		39,838.56
				Totals for BNK00		39,838.56
				Totals for checks		39,838.56

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
20	OPER & MAINT FUND	0.00	0.00	39,838.56	39,838.56
***	Fund Summary Totals ***	0.00	0.00	39,838.56	39,838.56

***** End of report *****



Aurora Orozco <aorozco@d56.org>

Fwd: FOIA Request [Ref: Kendrick Shaw]

2 messages

Luis Correa <lcorrea@d56.org>
To: Aurora Orozco <aorozco@d56.org>

Wed, May 6, 2026 at 1:21 PM

----- Forwarded message -----

From: **Sophia Price** <sophia@databranchusa.com>
Date: Wed, May 6, 2026 at 1:17 PM
Subject: FOIA Request [Ref: Kendrick Shaw]
To: lcorrea@d56.org <lcorrea@d56.org>
Cc: kendrick.shaw@thedatabranch.com <kendrick.shaw@thedatabranch.com>

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a public records request for vendor procurement records.

Scope of Request:

We are requesting all executed contracts, agreements, purchase orders, and related procurement documents for products or services purchased from any of the following vendors or their authorized resellers, for the period January 1, 2021, to the present:

All products from Absolute Software, Incident IQ, Hazel Health, Brandon Industries, CSM Consulting, and Funds for Learning

We are seeking records that reflect the pricing structure of any such engagement, including per-unit costs, subscription or licensing terms, and implementation fees.

Requested Records (if readily accessible):

Please include any of the following that your agency maintains:

- Executed contracts, master service agreements, or order forms
- Purchase orders relating to the requested documents
- RFP or solicitation documents, including vendor responses and evaluation materials
- Task orders issued against cooperative purchasing agreements (e.g., Sourcewell, NASPO, OMNIA, or state contract vehicles)

Preferred Format & Delivery:

We understand recordkeeping systems vary across agencies. We are fully willing to receive:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records your office already maintains

Commercial Nature & Flexibility:

This request is for commercial research purposes. We are happy to comply with all applicable policies and procedures and are willing to narrow, clarify, or adjust the request to make fulfillment easier for your office.

Please send all records to my colleague Kendrick Shaw at the following:Email: kendrick.shaw@thedatabranch.com

Phone: (302) 585-3132

Address: [1111B S Governors Ave STE 21033, Dover, DE 19904](#)

If your reply does not keep recipients, please use this link instead: [email Kendrick Shaw directly](#).

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team

Aurora Orozco <aorozco@d56.org>
To: kendrick.shaw@thedatabranch.com
Cc: Luis Correa <lcorrea@d56.org>

Wed, May 6, 2026 at 1:56 PM

Good afternoon,

In response to your FOIA request, Gurnee School District 56 has conducted a search for records responsive to your request.

At this time, the District does not have any vendor records, contracts, agreements, or purchase orders responsive to your request, as the District has not conducted business or entered into contracts with the vendors listed.

Thank you,
Aurora Orozco

[Quoted text hidden]

--

AURORA OROZCO

Administrative Assistant to the Superintendent
and Board of Education
Gurnee School District 56
Phone: 847-505-1600



@GurneeD56 @District56 @GurneeDistrict56 @D56StreamingVideo

"We are not myths of the past, ruins in the jungle, or zoos. We are people and we want to be respected not to be victims of intolerance and racism." -Rigoberta

Menchu



Aurora Orozco <aorozco@d56.org>

Fwd: PIA Request

2 messages

Luis Correa <lcorrea@d56.org>
To: Aurora Orozco <aorozco@d56.org>

Thu, May 21, 2026 at 8:57 AM

----- Forwarded message -----

From: C Carlos <c.carlos@employeeeresearchdata.org>
Date: Thu, May 21, 2026 at 6:56AM
Subject: PIA Request
To: lcorrea@d56.org <lcorrea@d56.org>

May 21, 2026
Luis Correa, Superintendent
Gurnee District 56

Dear Mr. Correa,

I am writing to request access to certain public records pursuant to the **Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)**.

Specifically, I am requesting the following information for district employees:

- First and last names
- Job titles/positions
- Work email addresses
- Primary campus or department

If available, I would appreciate receiving this information in an electronic format (Excel or .csv) via email.

If this request is better directed to another contact, I would be grateful if you could kindly point me in the appropriate direction.

Please let me know in advance if there are any fees associated with fulfilling this request. I would appreciate consideration of a fee waiver, as the information is being requested for general research and informational purposes.

Under the Illinois Freedom of Information Act, I understand that the agency is required to respond within:

- 5 business days

indicating whether the requested records will be provided. If access is granted, records should be produced within a reasonable time thereafter as permitted by law.

If any portion of this request cannot be fulfilled, please provide the applicable statutory basis for the denial and any available options for appeal or clarification.

Thank you for your time and assistance.

Sincerely,
Carla Carlos
c.carlos@employeeeresearchdata.org
Employee Research Data LLC

Aurora Orozco <aorozco@d56.org>
To: c.carlos@employeeeresearchdata.org
Cc: Luis Correa <lcorrea@d56.org>

Thu, May 21, 2026 at 9:42 AM

Good morning, Mrs. Carla

Please see the attached report containing the information requested in your FOIA request.

If you have any questions, please let me know.

Aurora Orozco

[Quoted text hidden]
--

AURORA OROZCO
Administrative Assistant to the Superintendent
and Board of Education
Gurnee School District 56
Phone: 847-505-1600





PORTRAIT
OF A
GRADUATE

 @GurneeD56  @D56District56  @GurneeDistrict56  @D56StreamingVideo

"We are not myths of the past, ruins in the jungle, or zoos. We are people and we want to be respected not to be victims of intolerance and racism." -Rigoberta

Menchu

 FOIA_employeeeresreachdata.xls
76K

First Name	Last Name	Employee Type	E-mail Address	Building Code	Description
ANNETTE	AAS	TEACHERS	aaas@d56.org		SPAULDING
ATHAR	AHMAD	SUB TEACHER	aahmad@d56.org		DISTRICT OFFICE
HALIMA	AHMED	SUB TEACHER	hahmed@d56.org		DISTRICT OFFICE
JESSICA	ALBERS	BUS DRIVER	jalbers@d56.org		TRANSPORTATION
DIANE	AMES	TEACHERS	dames@d56.org		RIVER TRAIL
KELLY	ANGELIER	TEACHERS	KGRIFFIN@D56.org		VIKING
SERENA	ANZALONE	TEACHERS	sanzalone@d56.org		SPAULDING
ELISA	ARCOS RODRIGUEZ	LUNCHROOM MC	earcosrodriguez@d56.org		SPAULDING
CARMEN	ARENA	SUB TEACHER	carena@d56.org		DISTRICT OFFICE
LAURA	ARIAS	LUNCHROOM MC	larias@d56.org		PRAIRIE TRAIL
HOLLIE	ARMOUR	TEACHERS	harmour@d56.org		VIKING
ALETHA	ARNDT	SUB TEACHER	aarndt@d56.org		DISTRICT OFFICE
YUNUEN	ARTEAGA	SECRETARY	yarteaga@d56.org		PRAIRIE TRAIL
KEERTHANA	ASHOKKUMAR	LUNCHROOM	akeerthana@d56.org		SPAULDING
ALYSSA	ATEMPA	HEALTH CLERK	aatempa@d56.org		SPAULDING
DAVID	AUSTIN	TEACHER AIDE	daustin@d56.org		VIKING
KLYDE	AUSTRIA	HEALTH CLERK	kaustria@d56.org		PRAIRIE TRAIL
CHRISTINA	AYALA	SECRETARY	cayala@d56.org		RIVER TRAIL
ABIGAIL	BABLITZ	TEACHERS	abablitz@d56.org		SPAULDING
MURPHY	BAEZA	TEACHERS	mbaeza@d56.org		PRAIRIE TRAIL
TAIR	BAIBOZ	LUNCHROOM	tbaiboz@d56.org		SPAULDING
RINA	BALA	LUNCHROOM MC	rbala@d56.org		PRAIRIE TRAIL
AMY	BALL	TEACHERS	aball@d56.org		SPAULDING
KATE	BARBKNECHT	TEACHERS	kbarbknecht@d56.org		RIVER TRAIL
ELEANOR	BARRECA	TEACHERS	ebarreca@d56.org		PRAIRIE TRAIL
JENNIFER	BARRERA	SUB TEACHER	jbarrera@d56.org		DISTRICT OFFICE
JOEL	BARTELT	MAIL COURIER	JBARTELT@D56.org		DISTRICT OFFICE
JENNIFER	BASGALL	TEACHER AIDE	jbaskall@d56.org		PRAIRIE TRAIL
JURRELL	BELONGA	SUB TEACHER	jbelonga@d56.org		DISTRICT OFFICE
FARIHA	BIABANI	TEACHERS	fbiabani@d56.org		RIVER TRAIL
QAZI	BIABANI	SUB TEACHER	qbiabani@d56.org		DISTRICT OFFICE
DEBORAH	BILLETDEAUX	TEACHER AIDE	dbilletdeaux@d56.org		RIVER TRAIL
DANIELLE	BONNGARD	TEACHER AIDE	dbonngard@d56.org		PRAIRIE TRAIL
STEVEN	BOSWELL	TEACHERS	sboswell@d56.org		VIKING
CHRISTINA	BRANAMAN	TEACHERS	cbranaman@d56.org		PRAIRIE TRAIL
LUCIA	BRAVO	LUNCHROOM MC	lbravo@d56.org		RIVER TRAIL
GRETCHEN	BROOKS	BUS DRIVER	gbrooks2@d56.org		TRANSPORTATION
MARY	BROOKS	TEACHERS	mbrooks@d56.org		SPAULDING
THEODORE	BROOKS	BUS DRIVER	tbrooks@d56.org		TRANSPORTATION
KYRA	BROWN	TEACHERS	kbrown@d56.org		SPAULDING
LUCY	BROWN	TEACHERS	lbrown@d56.org		RIVER TRAIL
JACQUELINE	BUCHER	ADMIN 200 D	jbucher@d56.org		SPAULDING
AMY	BUKANTIS	TEACHERS	abukantis@d56.org		PRAIRIE TRAIL
KIMBERLY	BURMAN	TEACHERS	kburman@d56.org		RIVER TRAIL
HOLLY	BURNS	TEACHERS	hburns@d56.org		VIKING

FLORI	CAIN	TEACHER AIDE	fcain@d56.or SPAULDING
VIRIDIANA	CAMARGO-GL	TEACHERS	vcamargo@d56 RIVER TRAIL
BARBARA	CAMPANELLA	SUB TEACHER	bcampanella@d56 DISTRICT OFFICE
KATELYN	CAMPANELLA	TEACHERS	kcampanella@d56 PRAIRIE TRAIL
JENNIFER	CAPP	OT	jcapp@d56.o SPAULDING
REID	CAREY	TEACHERS	rcarey@d56.c RIVER TRAIL
JOLENE	CARLSON	SUB TEACHER	jcarlson@d56 DISTRICT OFFICE
OLGA	CARLSON	TEACHERS	ocarlson@d56 RIVER TRAIL
VITA	CARNDUFF	TEACHERS	vcarnduff@d56 RIVER TRAIL
KEYNA	CARTER	TEACHER AIDE	kcarter@d56 SPAULDING
DAVID	CASSIDY	SUB TEACHER	dcassidy@d56 DISTRICT OFFICE
CLAUDIA	CASTILLO POR	TECHNOLOGY	ccastilloportil RIVER TRAIL
DAISY	CASTRO	TEACHERS	dcastro@d56 VIKING
AVERY	CAUGHILL	SUB TEACHER	acaughill@d56 DISTRICT OFFICE
JONATHAN	CEJKA	TECHNOLOGY	jcejka@d56.o VIKING
JUAN	CERVANTES	BUS DRIVER	jcervantes@d56 TRANSPORTATION
TRACE	CHASE	TEACHERS	tchase@d56.i VIKING
IAN	CHATMAN	TEACHERS	ichatman@d56 VIKING
DEIRDRE	CHOCIANOWSKI	LUNCHROOM	deedeemartin DISTRICT OFFICE
ADELE	CLOUD	BUS DRIVER	accloud@d56 TRANSPORTATION
ZACHARY	CLOUSE	TEACHERS	zclouse@d56 VIKING
FRANCISCO	COBIO	BUS DRIVER	fcobio@d56.i TRANSPORTATION
GUILLERMINA	COBIO	BUS DRIVER	gcobio@d56 TRANSPORTATION
RAQUEL	COBIO	BUS DRIVER	rcobio@d56.i TRANSPORTATION
KAREN	CONWAY	SUB TEACHER	kconway@d56 DISTRICT OFFICE
LEO	COOPER	SUB TEACHER	lcooper@d56 DISTRICT OFFICE
AIMEE	CORBETT	SUB AIDE	acorbett@d56 DISTRICT OFFICE
JODY	CORNELIUS	LIBRARY CLERK	jcornelius@d56 RIVER TRAIL
LUIS	CORREA	ADMINISTRATOR	lcorrea@d56 DISTRICT OFFICE
VALERIA	CREVIER	LUNCHROOM	vcrevier@d56 SPAULDING
CHYNIA	CUTRER	TEACHER AIDE	ccutrer@d56 VIKING
MARTIN	DA COSTA	ADMINISTRATOR	mdacosta@d56 DISTRICT OFFICE
LAJUANA	DALE	TEACHERS	ldale@d56.or SPAULDING
CHRISTINA	DAMOS	TEACHERS	cdamos@d56 PRAIRIE TRAIL
DARICE	DANIELS	BUS DRIVER	ddaniels@d56 TRANSPORTATION
BRITTANY	DELAURENTIS	TEACHERS	bdeLaurentis@d56 VIKING
MICHELLE	DELGADO	TEACHERS	mdelgado@d56 PRAIRIE TRAIL
RACHEL	DEVEREAUX	TEACHERS	rdevereaux@d56 RIVER TRAIL
ELISE	DIAZ	TEACHERS	ediaz@d56.o PRAIRIE TRAIL
JUAN	DIAZ	CUSTODIAN	jdiaz@d56.or SPAULDING
ROGER	DOHERTY-RAMIREZ	TEACHERS	rramirez@d56 RIVER TRAIL
RICHARD	DOHNKE	SUB CUSTODIAN	rdohnke@d56 DISTRICT OFFICE
ROSA	DONOE SALDIVAR	LUNCHROOM	rdonoesaldivar RIVER TRAIL
SARAH	DOOCY-WEILAN	TEACHERS	sdoocyweilan RIVER TRAIL
KRISTEN	DOWMON	TEACHERS	kdownmon@d56 SPAULDING
KATHERINE	DRUMMOND	SUB TEACHER	kdrummond@d56 SPAULDING

MELISSA	DUNBAR	TEACHERS	mdunbar@d5 VIKING
FANY	DURAN DURAN	LUNCHRM MC	fduranduran@d5 RIVER TRAIL
CANDICE	EAGON	TEACHERS	ceagon@d56. VIKING
ARLENE	ECHTENACHEF	BUS DRIVER	AECHTENACHI TRANSPORTATION
JENNIFER	EDWARDS	SUB TEACHER	jedwards@d5 DISTRICT OFFICE
GLENN	EIKENBERRY	TEACHERS	geikenberry@d5 VIKING
DAIN	ELMAN	TEACHERS	delman@d56 VIKING
MOLLY	ELVERT WEST	TEACHERS	melvert@d56 PRAIRIE TRAIL
SONIA	ENGLISH	SUB TEACHER	senglish@d56 DISTRICT OFFICE
MELISSA	EPSTEIN	TEACHERS	mepstein@d5 RIVER TRAIL
ERIC	ESTEBAN	ADMINISTRAT	eesteban@d5 DISTRICT OFFICE
STEPHANIE	ESTEBAN	TEACHERS	sesteban@d5 VIKING
JONARESA	ESTRELLA	LUNCHROOM	JONAESTRELLA DISTRICT OFFICE
JENNIFER	ETHERINGTON	SUB TEACHER	jetherington@d5 DISTRICT OFFICE
DILLON	FISHBACK	CUSTODIAN	dfishback@d5 PRAIRIE TRAIL
FRANK	FITZGERALD	TEACHERS	ffitzgerald@d5 SPAULDING
ANNE	FORCHETTI	TEACHERS	aforchetti@d5 SPAULDING
NATASHA	FORD	BUS DRIVER	NFORD@d56. TRANSPORTATION
ZACHARY	FRAYER	MAINTENANC	zfrayer@d56. VIKING
ANDREW	FREEMAN	TEACHERS	afreeman@d5 VIKING
LAURA	GAJAUSKAS	TEACHERS	lgajauskas@d5 RIVER TRAIL
ADRIANA	GALLEGOS	HEALTH CLERK	agallegos@d5 RIVER TRAIL
DANIELLE	GALLINA	TEACHERS	dgallina@d56 RIVER TRAIL
FRANK	GALLOS	CUSTODIAN	fgallos@d56. PRAIRIE TRAIL
GINA	GARCIA	SUB TEACHER	GGARCIA@d5 DISTRICT OFFICE
SAIRA	GARCIA CORD	TEACHER AIDE	sgarciacordov SPAULDING
MARIANNE	GARRETT	LUNCHRM MC	mgarrett@d5 PRAIRIE TRAIL
IMELDA	GARZA SANCH	CUSTODIAN	igarza@d56.o RIVER TRAIL
AMBERLY	GAYTAN	TEACHER AIDE	agaytan@d56 SPAULDING
SOLMARIA	GAYTAN	SUB TEACHER	sgaytan@d56 DISTRICT OFFICE
DOMINIQUE	GEOCARIS	ADMIN 225 D.	dgeocaris@d5 VIKING
STEFANIE	GERFIN	TEACHERS	sgerfin@d56. SPAULDING
SANDRA	GETOWICZ	TEACHERS	sgetowicz@d5 RIVER TRAIL
CREESTHU	GIESE	TEACHERS	cgiese@d56.c RIVER TRAIL
JEANNE	GILDEA	OFFICE CLERK	gildea@d56. PRAIRIE TRAIL
GAVIN	GLICKLEY	SUB TEACHER	gglickley@d5 DISTRICT OFFICE
JENNIFER	GLICKLEY	ADMIN 225 D.	jglickley@d56 RIVER TRAIL
MEGAN	GOEDKEN	ADMIN 200 D.	mgoedken@d5 VIKING
SELENE	GOMEZ	OFFICE CLERK	sgomez@d56. RIVER TRAIL
BLANCA	GOMEZ SOLAN	TEACHER AIDE	bgomezsolanc SPAULDING
ANDREW	GONZALEZ	TEACHER AIDE	agonzalez@d5 VIKING
JUDITH	GONZALEZ	LUNCHRM MC	jgonzalez@d5 VIKING
JANET	GONZALEZ CA	LUNCHRM MC	jgonzalezcarra RIVER TRAIL
STEPHANIE	GORHAM	TEACHERS	SGORHAM@d5 SPAULDING
LALAIN	GOZUN	TEACHERS	lgozun@d56. RIVER TRAIL
REBECCA	GRAZIER	TEACHERS	rgrazier@d56 RIVER TRAIL

TEAIRA	GREATHOUSE	TEACHERS	tgreathouse@ PRAIRIE TRAIL
BRITTANEY	GREENE	TEACHERS	bgreene@d56 SPAULDING
ROBERT	GRIPKO	BUS DRIVER	rgripko@d56. TRANSPORTATION
JESSICA	GROOMS	TEACHERS	kgrooms@d56 PRAIRIE TRAIL
TYLER	GROTH	TEACHERS	tgroth@d56. VIKING
TAMMY	GUFFEY	TEACHERS	tguffey@d56. SPAULDING
CYNTHIA	GUZMAN	TEACHERS	cguzman@d5 SPAULDING
SANDRA	HAMDEN	SUB TEACHER	shamden@d5 DISTRICT OFFICE
DEBORAH	HANDLER	TEACHERS	DHANDLER@I RIVER TRAIL
MICHELLE	HANDLER	TEACHERS	mhandler@d! PRAIRIE TRAIL
MARK	HANNAN	TEACHERS	mhannan@d! VIKING
DEBORAH	HARRISON	BUS DRIVER	dharrison@d! TRANSPORTATION
DANIEL	HAUENSTEIN	CUSTODIAN	dhauenstein@ VIKING
ANNE	HAZEN	SUB TEACHER	ahazen13@gr DISTRICT OFFICE
PETER	HELTERS	ADMINISTRAT	phelters@d56 DISTRICT OFFICE
MEGAN	HENER	TEACHERS	mhener@d56 VIKING
AMY	HERNANDEZ	TEACHER AIDE	ahernandez@ PRAIRIE TRAIL
JAHAZIEL	HERNANDEZ	TEACHER AIDE	jhernandez2@ PRAIRIE TRAIL
VERONICA	HERRERA	ADMINISTRAT	vherrera@d56 TRANSPORTATION
GRICELDA	HERRERA GAR	CUSTODIAN	gherrera@d56 RIVER TRAIL
TATUM	HERRING	BUS DRIVER	therring@d56 TRANSPORTATION
KELI	HILL	SUB TEACHER	khill@d56.or DISTRICT OFFICE
LISA	HLAVIN	TEACHERS	lhlaVin@d56. PRAIRIE TRAIL
DOMINIQUE	HOBBS	CUSTODIAN	dhobbs@d56 PRAIRIE TRAIL
ALYSSA	HONCHARUK	TEACHERS	ahoncharuk@ RIVER TRAIL
LOGAN	HOSELTON	TEACHERS	lhonselton@d! PRAIRIE TRAIL
HAYLEY	HOULIHAN	TEACHERS	hhoulihan@d SPAULDING
KELLIE	INDLECOFFER	SUB TEACHER	kindlecoffer@ DISTRICT OFFICE
ISABEL	INIGUEZ	TEACHERS	iiniguez@d56 VIKING
ELIZABETH	ISBELL	TEACHERS	eisbell@d56. SPAULDING
BRIANNE	JACOBS	TEACHERS	bjacobs@d56 PRAIRIE TRAIL
ANGELA	JANSEN	TEACHERS	ajansen@d56 VIKING
HANNAH	JAROS	TEACHERS	hjaros@d56. SPAULDING
LORI	JOHNSON	ADMIN 200 D.	ljohnson@d5 RIVER TRAIL
TEAGAN	JOHNSTON	TEACHERS	TJOHNSTON@ VIKING
DAVID	JONES	SUB TEACHER	djones@d56. DISTRICT OFFICE
CARI	JOYCE	TEACHERS	cjoyce@d56. PRAIRIE TRAIL
DIRCE	JUAREZ	BUS DRIVER	djuarez@d56. TRANSPORTATION
EDUARDO	JUAREZ	BUS DRIVER	ejuaraz@d56. TRANSPORTATION
JAIME	KADESH	LUNCHROOM	jkadesh@d56 SPAULDING
JENNIFER	KAHN	TEACHERS	jkahn@d56.o RIVER TRAIL
JAQUELYN	KARNSTEDT	SECRETARY	jkarnstedt@d VIKING
ALLEN	KATZ-MARIAN	TEACHERS	akatz-mariani RIVER TRAIL
ANNEMARI	KERR	SUB TEACHER	akerr@d56.o DISTRICT OFFICE
KAITLIN	KINCAID	TEACHERS	kkincaid@d56 SPAULDING
FLORENCE	KIRKWOOD	SUB TEACHER	fkirkwood@d DISTRICT OFFICE

JILL	KLODE	TEACHERS	jklode@d56.c SPAULDING
SHEILA	KNISKERN	TEACHER AIDE	skniskern@d5 SPAULDING
KIMBERLEY	KOMEN	TEACHER AIDE	kkomen@d56 SPAULDING
KATHERINE	KREFT	SUB TEACHER	kkreft@d56.o DISTRICT OFFICE
LITSA	KUBIAK	TEACHERS	lkubiak@d56. VIKING
TARA	LENHOFF	ADMIN 200 D,	tlenhoff@d56 PRAIRIE TRAIL
OLIMPIA	LENON	TEACHER AIDE	OLENON@D5 RIVER TRAIL
CARLA	LIMON	TEACHERS	climon@d56. PRAIRIE TRAIL
LAURA	LIPHARDT	TEACHERS	lliphardt@d5 VIKING
BREANNA	LIPPMANN	SUB TEACHER	blippmann@ DISTRICT OFFICE
ANA	LONDONO	ACCT/BOOKEE	alondono@d DISTRICT OFFICE
JONATHAN	LONDONO	TECHNOLOGY	jlondono@d5 PRAIRIE TRAIL
STEPHANIE	LONGACRE	TEACHER AIDE	slongacre@d VIKING
BOBBIE	LONGMIRE	LUNCHRM MC	BLONGMIRE@ PRAIRIE TRAIL
ARIANA	LOPEZ	TEACHER AIDE	alopez@d56.c PRAIRIE TRAIL
CRYSTAL	LOPEZ	SECRETARY	clopez@d56.c SPAULDING
DAISY	LOPEZ	TEACHERS	dlopez@d56. SPAULDING
EMILIO	LOPEZ	TEACHERS	ELOPEZ@D56 SPAULDING
JACQUELINE	LOPEZ	SUB TEACHER	jlopez@d56.c DISTRICT OFFICE
MARIA	LOPEZ	CUSTODIAN	mlopez2@d5 SPAULDING
LESLY	LOPEZ	PARAM CUSTODIAN	llopez@d56.c SPAULDING
KAYLA	LORD-CARMO	TEACHERS	klordcarmody VIKING
JENNIFER	LUBCHENKO	TEACHERS	jlubchenko@ VIKING
JILL	LUEDERS	OFFICE CLERK	jlueders@d56 SPAULDING
JULIA	LUNDSTROM	TEACHERS	jlundstrom@ VIKING
APRILANNE	LYNCH-BOLK	TEACHERS	alynch@d56. PRAIRIE TRAIL
PHUONG	MAC	LUNCHRM MC	pmac@d56.o VIKING
ANDREW	MAGOSKY	TEACHERS	amagosky@d RIVER TRAIL
MAISSA	MALHAS	SUB TEACHER	mmalhas@d5 DISTRICT OFFICE
OLIVIA	MALLERY	TEACHERS	omallery@d5 PRAIRIE TRAIL
DANIEL	MARCOS	TEACHERS	dmarcos@d5 RIVER TRAIL
KRISTIN	MARKS	TEACHERS	KMARKS@D5 PRAIRIE TRAIL
MARJORIE	MARRICHI	SUB TEACHER	mmarrichi@d DISTRICT OFFICE
BRITTNEY	MARSOOBIAN	TEACHERS	bmarsoobian SPAULDING
ANA	MARTINEZ	BUS DRIVER	amartinez2@ TRANSPORTATION
MARIBEL	MARTINEZ	BUS DRIVER	mmartinez2@ TRANSPORTATION
ZAIRA	MARTINEZ DIA	LUNCHRM MC	zmartinezdiaz SPAULDING
MARTA	MATA GUZMA	SUB BUS DRIV	mmataguzma TRANSPORTATION
JOHN	MCBRIDE	BUS DRIVER	jmcbride@d5 TRANSPORTATION
MELISSA	MCCORMACK	TECHNOLOGY	mmccormack DISTRICT OFFICE
LEANNA	MCGEE	TEACHERS	lmcgee@d56. PRAIRIE TRAIL
NATHANIEL	MCINTYRE	TEACHERS	nmcintyre@d PRAIRIE TRAIL
MEGAN	MCMILLEN	TEACHERS	mmcmillen@ RIVER TRAIL
CHARCHITA	MEHTA	TEACHERS	cmehta@d56 PRAIRIE TRAIL
DENISE	MENDOZA	LUNCHRM MC	dmendoza@d VIKING
LYNN	MERKEL	SUB TEACHER	lmerkel@d56 DISTRICT OFFICE

MARIA	MEZA	TEACHERS	mmeza@d56. SPAULDING
BREANA	MIDDLETON	ACCT/BOOKEE	bmiddletan@ DISTRICT OFFICE
PETER	MIKOLITIS	SUB BUS DRIV	pmikolitis@d TRANSPORTATION
CHARLENE	MILLER	SUB TEACHER	cmiller@d56. DISTRICT OFFICE
ANNA	MILLIGAN	BUS DRIVER	amilligan@d5 TRANSPORTATION
JOHN	MOENTER	SUB TEACHER	jmoenter@d5 DISTRICT OFFICE
TEXAS JACK	MONROE	SUB TEACHER	tmonroe@d5 DISTRICT OFFICE
MAUREEN	MONTERO	TEACHERS	mmontero@c VIKING
AFAQ	MUJTABA	SUB TEACHER	smujtaba@d5 DISTRICT OFFICE
LAUREN	MULRONEY	LUNCHROOM	lmulroney@d SPAULDING
CAROLYN	MUNDA	SUB TEACHER	cmunda@d5 DISTRICT OFFICE
SUSAN	MUNTEAN	TEACHER AIDE	smuntean@d SPAULDING
CATHERINE	MURILLO	LUNCHRM MC	cmurillo@d5 SPAULDING
RANDI	NASS	TEACHERS	rnass@d56. VIKING
KAITLYN	NELSON	SUB TEACHER	knelson@d56 DISTRICT OFFICE
VICTORIA	NOVAK	TEACHERS	vnovak@d56. PRAIRIE TRAIL
STACEY	O'BRIEN	TEACHERS	sobrien@d56 PRAIRIE TRAIL
JILL	OAKLEY	TEACHERS	joakley@d56. SPAULDING
MARK	OESTREICH	TEACHERS	moestreich@ VIKING
ATEFEH	OMID	TEACHER AIDE	aomid@d56. SPAULDING
JENNIFER	ON	LUNCHRM MC	jon@d56.org SPAULDING
KAMIKA	ONWUKWE	SUB TEACHER	konwukwe@c DISTRICT OFFICE
AURORA	OROZCO	SECRETARY	AOROZCO@D DISTRICT OFFICE
ELIZABETH	PANCHI	SECRETARY	EPANCHI@D5 DISTRICT OFFICE
ANN	PARK	TEACHERS	apark@d56.o RIVER TRAIL
LAURA	PARTIDA	LIBRARY CLER	lpartida@d56 PRAIRIE TRAIL
JAY	PASTORI	TEACHERS	jpastori@d56 VIKING
TAMARA	PATTERSON-G	TEACHERS	tpatterson-gil VIKING
BRIAN	PAWLAK	TEACHERS	BPAWLAK@D SPAULDING
LEAH	PAYNE	TEACHERS	lpayne@d56. RIVER TRAIL
SARAH	PEARSON	TEACHERS	spearson@d5 VIKING
JESSICA	PEDERSON	TEACHERS	jpederson@d PRAIRIE TRAIL
MAYRA	PENA	TEACHER AIDE	mpena@d56. SPAULDING
KYRA	PENICK	SUB TEACHER	kpenick@d56 DISTRICT OFFICE
ELISA	PEREZ	TEACHER AIDE	eperez@d56. SPAULDING
PAUL	PFEIFFER	BUS DRIVER	ppfeiffer@d5 TRANSPORTATION
CATHERINE	PHELPS	SUB TEACHER	chelps5@gma DISTRICT OFFICE
BERYLANNE	PHILLIPS	SUB TEACHER	bphillips@d5 DISTRICT OFFICE
CRISTINA	PIZANO	BUS DRIVER	cpizano@d56 TRANSPORTATION
LOREN	POETZ	TEACHERS	lpoetz@d56. RIVER TRAIL
CATHERINE	POLGLAZE	TEACHERS	cpolglaze@d5 VIKING
MARIANNE	PORRECA	SUB BUS DRIV	mporreca@d TRANSPORTATION
BRIANNA	POWVENS	LIBRARY CLER	bpowvens@d VIKING
CHELSEA	PURCHASE	LUNCHROOM	cpurchase@d SPAULDING
LISSETTE	QUINONES	TEACHERS	lquinones@d SPAULDING
DAISY	QUINTANA	SUB TEACHER	dquintana@d DISTRICT OFFICE

JOHANNA	QUINTERO	TEACHER AIDE	jquintero@d56. PRAIRIE TRAIL
ADRIANA	RAMIREZ	TEACHERS	aramirez@d56. PRAIRIE TRAIL
BLANCA	RAMIREZ	BUS DRIVER	bramirez2@d56. TRANSPORTATION
ROSSELI	RAMIREZ	TEACHERS	rramirez2@d56. RIVER TRAIL
LIZZETTE	RAMOS	HEALTH CLERK	lramos@d56. VIKING
SALLY	RAMP	SUB AIDE	sramp@d56.c SPAULDING
DANIEL	REDMANN	TEACHERS	dredmann@d56. VIKING
LISA	REED	TEACHERS	lreed@d56. RIVER TRAIL
KIMBERLY	REHLING	TEACHERS	krehling@d56. SPAULDING
ANGELIA	REYNOLDS	TEACHER AIDE	areynolds@d56. SPAULDING
SANDRA	RHODES	SUB BUS DRIVER	srhodes@d56. TRANSPORTATION
JESSICA	ITTER	TEACHERS	jritter@d56.c PRAIRIE TRAIL
ZULEYMA	RIVERA AVILES	TEACHER AIDE	zrivera@d56. SPAULDING
MARY	ROBINSON	SUB TEACHER	mrobinson@d56. DISTRICT OFFICE
WILSON	ROBLES	BUS DRIVER	wrobles@d56. TRANSPORTATION
KIMET	ROCHA	TEACHER AIDE	krocha@d56. SPAULDING
CHRYSTAL	RODRIGUEZ	TEACHERS	crodriguez@d56. SPAULDING
ANTONIO	ROLON SANTIAGO	CUSTODIAN	arolonsantiag@d56. VIKING
SARA	ROSHEGER	ADMIN 225 D	srosheger@d56. SPAULDING
BARBARA	ROSMANN	OFFICE CLERK	BROSMANN@d56. VIKING
STACY	ROWEN	TEACHERS	srowen@d56. PRAIRIE TRAIL
BETHANY	ROY	TEACHERS	broy@d56. RIVER TRAIL
MATTYSEN	RUDIN	TEACHERS	mrudin@d56. PRAIRIE TRAIL
ALEXANDER	RUNYARD	TEACHER AIDE	arunyard@d56. VIKING
MONICA	RUSSELL	SUB TEACHER	mrussell@d56. DISTRICT OFFICE
NICOLE	SABAJ	CUSTODIAN	nsabaj@d56. PRAIRIE TRAIL
JESSICA	SABAN	TEACHERS	jsaban@d56. PRAIRIE TRAIL
MICHELLE	SACCHETTI	TEACHERS	msacchetti@d56. RIVER TRAIL
ISMAEL	SAGUM	SUB TEACHER	isagum@d56. DISTRICT OFFICE
NIDA	SAKHI	TEACHERS	nsakhi@d56. SPAULDING
HILDA	SALDIVAR CES	TEACHER AIDE	hsaldivar@d56. SPAULDING
GRACIELA	SANCHA DE ESCOBAR	LUNCHROOM MONITOR	gsanchadeescob@d56. VIKING
BENJAMIN	SANDBERG	SUB TEACHER	bsandberg@d56. DISTRICT OFFICE
FRANCISCO	SANDOVAL	CUSTODIAN	fsandoval@d56. VIKING
ERIK	SATOR	TEACHERS	esator@d56.c SPAULDING
RYAN	SCHENK	TEACHERS	rschenk@d56. VIKING
LYDIA	SCHER	TEACHERS	lscher@d56.c SPAULDING
ZOE	SCHER	LUNCHROOM	zscher@d56.c SPAULDING
DEIRDRE	SCHMID	TEACHERS	dschmid@d56. PRAIRIE TRAIL
MARNIE	SCHMIDT	TEACHER AIDE	mschmidt@d56. RIVER TRAIL
JULIE	SCHOENHERR	TEACHERS	jschoenherr@d56. RIVER TRAIL
DAVID	SCHOPF	TEACHERS	dschopf@d56. RIVER TRAIL
ERICA	SCHWERMAN	TEACHERS	eschwerman@d56. SPAULDING
CAROL	SCOTT	BUS DRIVER	cscott@d56.c TRANSPORTATION
KATIE	SEIVER	TEACHERS	kseiver@d56. RIVER TRAIL
SEYYEDEH HABIB	SEYYEDBADAR	TEACHER AIDE	sseyyedbadar@d56. SPAULDING

ANA	SILVA	LUNCHRM MC	asilva@d56.o	RIVER TRAIL
ASHLEY	SILVER	TEACHERS	asilver@d56.i	PRAIRIE TRAIL
LAUREN	SIMNICK	TEACHERS	lsimnick@d56.i	SPAULDING
ELIZABETH	SINCORA	TEACHERS	bsincora@d56.i	RIVER TRAIL
AMANDA	SMITH	TEACHER AIDE	asmith@d56.i	RIVER TRAIL
MARGARET	SMITH	LIBRARY CLERK	msmith@d56.i	SPAULDING
SEAN	SMITH	ADMINISTRATOR	ssmith@d56.i	DISTRICT OFFICE
ANTONIA	SOKORELIS	SUB TEACHER	asokorelis@d56.i	DISTRICT OFFICE
RACHEL	SOLOMON	ADMINISTRATOR	rsolomon@d56.i	DISTRICT OFFICE
ANDREW	SPANGLER	TEACHERS	aspangler@d56.i	SPAULDING
JOY	STACEY	TEACHERS	jstacey@d56.i	SPAULDING
KIMBERLY	STEELE	TEACHERS	KSTEELE@D56.i	PRAIRIE TRAIL
DAWN	STEFFENS	TEACHERS	dsteffens@d56.i	VIKING
EMMA	STEPHENS	SUB TEACHER	estephens@d56.i	DISTRICT OFFICE
STEPHANIE	STONEBERG	TEACHERS	sstoneberg@d56.i	PRAIRIE TRAIL
BRIAN	STORVIK	TEACHERS	bstorvik@d56.i	VIKING
ELIZABETH	STREICHER	TEACHERS	bstreicher@d56.i	VIKING
NICHOLAS	STREICHER	TEACHERS	nstreicher@d56.i	VIKING
STEPHANIE	STUERCKE	TEACHERS	sstuercke@d56.i	SPAULDING
KIM	SUDMAN	SUB TEACHER	ksudman@d56.i	DISTRICT OFFICE
RACHEL	SUTTER	TEACHERS	rsutter@d56.i	SPAULDING
CAROLINE	SZOSTAK	TEACHERS	CSZOSTAK@D56.i	VIKING
KAY	SZramek	TEACHERS	kszramek@d56.i	VIKING
NELSON	TATE	SUB TEACHER	ntate@d56.o	DISTRICT OFFICE
KATHIA	TEJADA	TEACHERS	ktejada@d56.i	VIKING
BRIAN	TEKAMPE	TEACHERS	btekampe@d56.i	VIKING
CHRISTINA	TENNIN	SUB TEACHER	ctennin@d56.i	DISTRICT OFFICE
ROSALIA	TENORIO	CUSTODIAN	rtenorio@d56.i	VIKING
AUSTIN	THORSEN	TEACHERS	athorsen@d56.i	RIVER TRAIL
VICTORIA	TOMPKINS	OTHER SUB		DISTRICT OFFICE
MIRIAM	TORRES	ADMIN 225 D.	mtorres@d56.i	DISTRICT OFFICE
JENNIFER	TOUATI	TEACHERS	jtouati@d56.i	VIKING
MARILYN	TURNER	LUNCHRM MC	mturner@d56.i	PRAIRIE TRAIL
ALIYA	URBISSINOVA	SUB TEACHER	aurbissinova@d56.i	DISTRICT OFFICE
JOSHUA	VALENTINE	TEACHERS	jvalentine@d56.i	VIKING
ELENA	VANMETER	TEACHERS	evanmeter@d56.i	PRAIRIE TRAIL
ELIZABETH	VAZQUEZ	TEACHER AIDE	evazquez@d56.i	SPAULDING
JUSTIN	VEGA	TEACHERS	jvega@d56.o	PRAIRIE TRAIL
NANCY	VELOZ	BUS DRIVER	nveloz@d56.i	TRANSPORTATION
ELLA	VENTO YUPAN	SUB TEACHER	eventoyupan@d56.i	DISTRICT OFFICE
FLOR	VILLANUEVA F	BUS DRIVER A	fvillanuevafer@d56.i	SPAULDING
BETH	VOCE	TEACHERS	bvoce@d56.c	RIVER TRAIL
BRENDA	VOEGTLE	SUB TEACHER	bhaton@d56.i	DISTRICT OFFICE
TERESA	WADDELL MO	SUB TEACHER	twaddellmoei@d56.i	DISTRICT OFFICE
ALICIA	WADE	SUB TEACHER	awade@d56.i	DISTRICT OFFICE
ALLISON	WALLER	ADMIN 225 D.	awaller@d56.i	PRAIRIE TRAIL

KIMBERLY	WALLER	SUB TEACHER	kwaller@d56. DISTRICT OFFICE
PATRICK	WATERS	BUS DRIVER	pwaters@d56. TRANSPORTATION
DANIEL	WATT	TEACHERS	DWATT@D56. VIKING
JENNIFER	WEGLARZ	TEACHERS	JWEGLARZ@E VIKING
TERRY	WEINBERG RA	SUB TEACHER	tweinbergrabi DISTRICT OFFICE
ASHLEY	WEISS	TEACHERS	aweiss@d56.c SPAULDING
KATHRYN	WELBORN	TEACHERS	kwelborn@d5 SPAULDING
BOBBI	WELCH	TEACHER AIDE	bwelch@d56. PRAIRIE TRAIL
SHELIA	WELLS	TEACHERS	swells@d56.c SPAULDING
DEBORAH	WELTON	LUNCHROOM	dwelton@d56. PRAIRIE TRAIL
LAURA	WENDT	SUB TEACHER	lwendt@d56. DISTRICT OFFICE
JANELLE	WILLIAMS	TEACHERS	jwilliams@d5 SPAULDING
LAUREL	WILLIAMS	TEACHERS	lwilliams@d5 SPAULDING
STEPHANIE	WILLIAMS-HA	SUB TEACHER	sharris@d56.c SPAULDING
KIMBERLY	WILLIS	BUS DRIVER A	kwillis@d56.c TRANSPORTATION
ANNE	WILLS	TEACHERS	awills@d56.o RIVER TRAIL
AMANDA	WINDOM	TEACHERS	awindom@d5 RIVER TRAIL
SUSAN	WINKOWSKI	SUB BUS DRIV	CFLAUNDRY@ TRANSPORTATION
KARIN	WOOD	TEACHERS	kwood@d56. SPAULDING
LAUREN	WRIGHT	TEACHERS	lwright@d56. RIVER TRAIL
KRISTA	WYMAN	TEACHERS	kwyman@d56. PRAIRIE TRAIL
MARY LEE	XENOS	TEACHERS	mxenos@d56. PRAIRIE TRAIL
DEBORAH	YAGER	SUB TEACHER	dyager@d56.c DISTRICT OFFICE
LORELAI	YAGER	SUB TEACHER	lyager@d56.c DISTRICT OFFICE
MIRIAM	YAQUIAN	TEACHER AIDE	myaquian@d5 RIVER TRAIL
JI HEE	YUN	TEACHERS	jyun@d56.org RIVER TRAIL
ELLA	ZIMERFELD	TEACHERS	ezimerfeld@d5 RIVER TRAIL
BRANDI	ZIVILIK	TEACHERS	bzivilik@d56. VIKING

STUDENTS

7:260 Exemption from Physical Education

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

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

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

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

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

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

LEGAL REF.:

[105 ILCS 5/27-6.](#)

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e), (f).

CROSS REF.: 6:60 (Curriculum Content)

Adopted: May 24, 2023

Gurnee SD 56

STUDENTS

7:270 Administering Medicines to Students

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

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

Self-Administration of Medication

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

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

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as

defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

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

Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately

removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

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

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

Void Policy

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

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

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

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

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

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

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

[105 ILCS 150/](#), Seizure Smart School Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

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

Adopted: June 25, 2025

Gurnee SD 56

STUDENTS

7:275 Orders to Forgo Life-Sustaining Treatment

Written orders from parents/guardians to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act. [755 ILCS 40/](#).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parents/guardians;
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parents/guardians;
7. Other individuals to provide support to the student or his or her parents/guardians; and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The Superintendent or designee will ensure minutes are taken that summarize the decisions and guidelines made during multi-disciplinary meetings and obtain signatures of the child's parent(s)/guardian(s) on the minutes of each multi-disciplinary meeting. The Superintendent or designee will monitor the effectiveness of the guidelines established during the multi-disciplinary meetings at times the multi-disciplinary team determines are necessary.

District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.:

Health Care Surrogate Act, [755 ILCS 40/](#).

[*Cruzan v. Director, Missouri Dept. of Health*](#), 497 U.S. 261 (1990).

In re C.A., a minor, 236 Ill.App.3d 594 (1st Dist. 1992).

Adopted: June 28, 2023

STUDENTS

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.:

[105 ILCS 5/10-21.11.](#)

[23 Ill.Admin.Code §§ 1.610](#) and [226.300.](#)

[77 Ill.Admin.Code Part 690.](#)

[20 U.S.C. §1400](#) *et seq.*, Individuals With Disabilities Education Improvement Act of 2004.

[29 U.S.C. §794](#)(a), Rehabilitation Act of 1973, Section 504.

Adopted: May 24, 2023

Gurnee SD 56

STUDENTS

7:285 Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.:

[105 ILCS 5/2-3.190](#), [5/10-22.39](#), and [5/22-30](#).

[23 Ill.Admin.Code §1.540](#).

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips and Recreational Class Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

Adopted: January 24, 2024

Gurnee SD 56

STUDENTS

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/27-215](#) (requiring education for students on mental health and illness).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

- d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student and staff identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, [5 ILCS 860/](#), Children's Mental Health Act, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101 et seq.](#)

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[42 U.S.C. § 1201](#) *et seq.*, Individuals with Disabilities Education Act.

[105 ILCS 5/2-3.166](#), [5/3-14.8](#), [5/10-20.81](#), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/14-1.01](#) *et seq.*, [5/14-7.02](#), [5/14-7.02b](#), and [5/27-215](#).

[5 ILCS 860/](#), Student Confidential Reporting Act.

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

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

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

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Adopted: December 17, 2025

Gurnee SD 56

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

Adopted: September 17, 2025

Gurnee SD 56

SECTION 7 - STUDENTS

7:305 Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-

to-learn.

- f. The following individuals must complete concussion training as specified in the YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
- 2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
- 3. Require all student athletes to view the IHSA video about concussions.
- 4. Inform student athletes and their parents(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
- 5. Provide coaches and student athletes and their parents/guardians with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

LEGAL REF.:

[105 ILCS 5/22-80](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[20 ILCS 2310/2310-307](#), Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: July 26, 2023

Gurnee SD 56

7:310 Restrictions on Publications

School-Sponsored Publications and Web Sites

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

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

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

Non-School Sponsored Publications Accessed or Distributed On-Campus

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

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

LEGAL REF.:

[105 ILCS 5/22-110.](#)

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

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

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

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

ADOPTED: December 17, 2025

Gurnee SD 56

Board Policy Discussion Notes
Issue 121 March 2026 Press Plus 1st Reading

<u>Policy Number</u>	<u>Title</u>	<u>Reason</u>
<u>Policy Changes</u>		
2:200	Types of School Board Meetings	The policy, Cross References, and footnotes are updated. The policy is updated with minor style changes. The footnotes are updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2.07(a), added by P.A. 104-438, prohibiting public bodies from holding regular or special meetings on an election day, and for continuous improvement. An option regarding the posting location for special meetings is added to footnote 19. A minor title correction is made to 2:210, Organizational School Board Meetings, in the Cross References
2:220	School Board Meeting Procedure	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to OMA, 5 ILCS 120/7(a), adding performance of active military duty as a service member as a reason a board member may attend a meeting remotely, and for continuous improvement. A Cross Reference to 2:110, Qualifications, Term, and Duties of Board Officers, is added.
2:250	Access to District Public Records	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to: 1. Freedom of Information Act (FOIA), 5 ILCS 140/3, amended by P.A. 104-438, requiring requests for public records be made in the body of an e-mail, and permitting public bodies to ask a requester to verify that they are a person; 2. FOIA, 5 ILCS 140/2, amended by P.A. 104-438, revising the definition of public record to exclude junk mail; and 3. Continuous improvement. The Legal References are updated for continuous improvement
2:260	Uniform Grievance Procedure	The Legal References and footnotes are updated in response to 105 ILCS 5/22- 110, renumbered by P.A. 104-391, and for continuous improvement.
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	The policy, Legal References, and footnotes are updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391, which formerly required districts to give parents/guardians of students in grades K-8 prior written notice of sexual abuse prevention instruction. The Legal References and footnotes are updated in response to 105 ILCS 5/27-215 and 5/27-1015, both renumbered by P.A. 104-391. The policy and footnotes are also updated for continuous improvement.
5:30	Hiring Process and Criteria	The policy and footnotes are updated for continuous improvement. The footnotes are also updated in response to 820 ILCS 55/13-25, added by P.A. 104-455, prohibiting employers from taking adverse action against an employee based only on the receipt of a notice of discrepancy (a no-match letter).

5:50	Drug- and AlcoholFree Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	The policy and footnotes are updated for continuous improvement. The footnotes are also updated in response to: 1. P.A. 104-391, renumbering and repealing citations in 105 ILCS 5/27; and 2. 105 ILCS 5/22-81 (a/k/a Louie's Law), added by P.A. 103-399, requiring ISBE and the Ill. Dept. of Human Services to develop and regularly update a comprehensive Substance Use Prevention and Recovery Instruction Resource Guide for public elementary and secondary schools across the State of Illinois.
5:250	Leaves of Absence	The policy, Legal References, and footnotes are updated in response to the Family Neonatal Intensive Care Leave Act, 820 ILCS 157/, added by P.A. 104- 259, eff. 6-1-26, allowing employees to take a specified amount of unpaid leave if their child is a patient in a neonatal intensive care unit. The policy and footnotes are also updated for continuous improvement.
5:330	Sick Days, Vacation, Holidays, and Leaves	The policy, Legal References, and footnotes are updated for the reasons stated in 5:250, Leaves of Absence, above.
6:65	Student Social and Emotional Development	The policy, Legal References, and footnotes are updated for continuous improvement. The footnotes are also updated in response to 105 ILCS 5/27- 1080, renumbered by P.A. 104-391.
6:100	Using Animals in the Educational Program	The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement.
6:145	Migrant Students	The policy, Cross References, and footnotes are updated in response to a fiveyear review. The footnotes are also updated in response to 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, requiring schools to protect the integrity of school learning environments for all children so that no parent is discouraged from sending and no child is discouraged from attending school, including from the threat of immigration enforcement on a school campus.
6:170	Title I Programs	The policy, Legal References, Cross References, and footnotes are updated. The policy and footnotes are updated to more closely align with federal statutes and guidance and terminology used by ISBE, and to ensure compatibility with the U.S. Dept. of Education's revised non-regulatory guidance. The Legal References and Cross References are updated for continuous improvement.
6:180	Extended Instructional Programs	The policy, Legal References and footnotes are updated. The policy is updated with minor style changes. The Legal References and footnotes are updated in response to: 1. 105 ILCS 5/27-255, added by P.A. 104-391, replacing, in part, 105 ILCS 110/3; 2. P.A. 104-391, renumbering and reorganizing various provisions throughout 105 ILCS 5/27. The footnotes are also updated for continuous improvement.

7:20	Harassment of Students Prohibited	The Legal References and footnotes are updated in response to 105 ILCS 5/22- 110, renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement.
7:50	School Admissions and Student Transfers To and From Non-District Schools	The policy, Legal References, Cross References, and footnotes are updated. The policy is updated with minor style changes. The Legal References and footnotes are updated in response to: 1. 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, prohibiting the denial of a free public education to every child in Illinois; and 2. 105 ILCS 5/22-105, titled Health examinations and immunizations (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement. 7:150, Agency and Law Enforcement Requests, is added to the Cross References.
7:100	Health, Eye, and Dental Examinations; Immunizations ; and Exclusion of Students	The Legal References and footnotes are updated in response to 105 ILCS 5/22- 105, titled Health examinations and immunizations (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement.
7:185	Teen Dating Violence Prohibited	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for continuous improvement. The Legal References and footnotes are also updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391.
7:220	Bus Conduct	The policy, Legal References, and footnotes are updated in response to a fiveyear review. The Legal References are updated with minor style changes.
7:230	Misconduct by Students with Disabilities	The policy, Legal References, and footnotes are updated in response to a fiveyear review. The Legal References are updated with a minor style change.
7:240	Conduct Code for Participants in Extracurricular Activities	The Legal References and footnotes are updated in response to 105 ILCS 5/27- 255(d), renumbered by P.A. 104-391, and for continuous improvement.
7:260	Exemption from Physical Education	The policy, Legal References, and footnotes are updated in response to a five-year review. The policy is updated with minor style changes. The Legal References and footnotes are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. The footnotes are also updated for continuous improvement..
7:280	Communicable and Chronic Infectious Diseases	The Legal References and footnotes are updated in response to a five-year review. The Legal References are updated with a minor style change.

7:300	Extracurricular Athletics	The policy, Legal References, and footnotes are updated for continuous improvement. The footnotes are also updated in response to an IHSA website update.
8:90	Parent Organizations and Booster Clubs	The policy and footnotes are updated in response to a five-year review

School Board

Types of School Board Meetings ¹

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act (OMA). This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board.² Unless otherwise specified, all meetings are held in the District's main office.³ Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with OMA that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training.⁴ In addition, each Board member must complete a course of training on OMA as required by Section 1.05(b) or (c) of that Act. ⁵

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

¹ State law controls this policy's content. The provisions of the Open Meetings Act (OMA) do not apply to collective bargaining negotiations, including negotiating team strategy sessions, and grievance arbitrations as provided in 115 ILCS 5/18.

² 5 ILCS 120/2.02. These responsibilities may be given to anyone.

³ State law requires that meetings be held in a location convenient and open to the public and no open meeting is allowed to be held on a legal holiday unless the regular meeting day falls on that holiday. 5 ILCS 120/2.01. Regular and special meetings also may not be held or scheduled on the day of a general primary election, a general election, a consolidated primary election, or a consolidated election, as defined in the Election Code. 5 ILCS 120/2.07(a), added by P.A. 104-438. According to an Ill. Atty. Gen. Public Access Counselor Opinion (PAO), a board may not meet in a private residence because it would not be convenient and open to the public. PAO 12-8. A board meeting 26 miles away from its regular location, while open to the public, was inconvenient because "the public, as a practical matter, would be deterred from attending it." PAO 13-14. Generally, a board must also plan to accommodate a greater number of meeting attendees if it is aware of heightened interest in a meeting. PAO 25-11. Any person may record an open meeting. 5 ILCS 120/2.05. See sample policy 2:220, *School Board Meeting Procedure*.

⁴ Each board must designate at least one employee or member to receive training on compliance with OMA. 5 ILCS 120/1.05. Revise this paragraph if the board designates other individual(s) to receive the training. A list of designated individual(s) must be submitted to the Ill. Atty. Gen. Public Access Counselor (PAC). The designated individual(s) must successfully complete an electronic training curriculum administered by the PAC within 30 days after that designation, and thereafter must successfully complete an annual training program. OMA does not specify duties for the designated individuals who receive the training but presumably they would assist the board in its OMA compliance efforts.

⁵ 5 ILCS 120/1.05(b) applies to training administered by the Ill. Atty. Gen. Office; 1.05(c) applies to training administered by IASB. Board members elected or appointed after 1-1-12 must complete the training not later than 90 days after taking the oath of office. Even before this law, compliance with OMA has always been considered a shared responsibility of board members. Failing to complete OMA training does not affect the validity of an action taken by the board nor is it considered a criminal violation. 5 ILCS 120/1.05(b) and 120/4. However, a person found to have violated any other provisions of OMA is guilty of a Class C misdemeanor punishable by a \$1,500 fine and/or 30 days in jail. 5 ILCS 120/4.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year.⁶ The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.⁷

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.⁸

Closed Meetings⁹

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. 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.¹⁰ 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

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

⁶ OMA and the School Code have different provisions regarding the establishment of a regular meeting schedule. OMA requires each public body to prepare and make available a regular meeting schedule at the beginning of each calendar or fiscal year. 5 ILCS 120/2.03. The School Code states that this task is accomplished during the organizational meeting. By *announcing* the schedule at the beginning of each calendar or fiscal year and by *fixing* the schedule at the organizational meeting, a board can implement both laws. Note that the phrase in this sample policy, "at the beginning of each fiscal year," can be changed to "at the beginning of each calendar year."

⁷ Regular meeting dates may be changed by giving at least 10 days' notice in a newspaper of general circulation and posting a notice at the district's main office. 5 ILCS 120/2.03. Districts with a population of less than 500, in which no newspaper is published, may give the 10 days' notice by posting a notice in at least three prominent places within the district, in addition to posting a notice at the district's main office. *Id.* Notice shall also be given to those news media having filed an annual request to receive notifications. *Id.* The 10 days' notice requirement does not apply to the rescheduling of a single meeting if the regular meeting schedule is otherwise maintained. See PAO 24-13 and f/n 17, below.

⁸ 5 ILCS 120/2.02(a). The posting location may need modification to comply with the law's requirement that the agenda be posted at the district's main office. For agenda requirements, see sample policy 2:220, *School Board Meeting Procedure*.

OMA also requires that "any requested notice and agenda for the meeting be continuously available for public review during the entire 48-hour period preceding the meeting." 5 ILCS 120/2.02(c). The requirement for continuously available is satisfied if the district posts any required notice and agenda on its website. However, to comply with the legislative intent, posting on the district website does not replace the posting described in this sentence. See Rep. Pihos' remarks reported in *New open-meetings law; is hard-copy posting of agendas still required?*, Sept. 2012, Illinois Bar Journal.

For districts that do not post board meeting agendas on a website (because they do not have a website maintained by a full-time staff member), add the following sentence:

The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting. If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the district's control, the lack of availability does not invalidate any meeting or action taken.

⁹ 5 ILCS 120/2(c), amended by P.A. 103-311. The reasons for closed meetings are frequently addressed in court decisions and Ill. Atty. Gen. opinions; only a few of these decisions/opinions are mentioned in the footnotes.

¹⁰ "Th[is] exception is not intended to allow private discussion of fiscal matters, notwithstanding that they may directly or indirectly impact the employees of the public body." See PAOs 12-11 and 15-03. Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). See PAO 15-07. Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees. See PAOs 15-05, 16-13, and 18-12.

Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [OMA]. 5 ILCS 120/2(c)(1). ¹¹

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2). ¹²
3. The selection of a person to fill a public office, as defined in OMA, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in OMA, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).

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

¹¹ The Local Government Wage Increase Transparency Act, 50 ILCS 155/, allows *disclosable payments* (described below) to Ill. Municipal Retirement Fund (IMRF) employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of OMA. 50 ILCS 155/5.

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Ill. Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

Disclosable payments means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and
3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

A disclosable payment also includes payment for accumulated sick leave; it does not include a refund of contributions or any payment required to be paid by State or federal law.

¹² Discussing a hiring freeze is not within the scope of Section 2(c)(2). See PAO 15-07. And if a public body is not engaged in collective bargaining at the time of the meeting, discussion of a hiring freeze does not constitute a collective negotiating matter. *Id.*

12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16). ¹³
15. Discussion of minutes of meetings lawfully closed under OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes. ¹⁴

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote. ¹⁵

No final Board action will be taken at a closed meeting. ¹⁶

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required

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

¹³ IASB Outreach and Training directors are available to facilitate a board self-evaluation.

¹⁴ 5 ILCS 120/2a. Provided the open meeting was properly noticed, no additional notice is required to close the meeting. A motion to close a meeting can be as simple as, "I move that the Board hold [go into] a closed session to discuss [state one of the closed meeting grounds with reference to the specific section authorizing the closed meeting]."

The adequacy of a motion to go into closed session was discussed in Henry v. Anderson and Champaign Community Unit School Dist. No. 4, 356 Ill.App.3d 952 (4th Dist. 2005). A statutory citation is not required in the motion to go into closed session, but OMA does require a reference to the specific exception.

The *litigation* exception can be challenging. If the litigation has been filed and is pending, the motion to go into closed session need only state that the board will discuss litigation that has been filed and is pending. If the litigation has not been filed, the board must: (1) find that the litigation is probable or imminent, and (2) record and enter into the closed session minutes the basis for that finding. 5 ILCS 120/2. See City of Bloomington v. Raoul, 184 N.E.3d 366 (Ill. App. 4th Dist. 2021) (finding city council improperly invoked litigation exception to justify closed session); PAO 21-03.

¹⁵ *Id.*

¹⁶ 5 ILCS 120/2(e). See also PAOs 13-03, 13-07, 14-01, and 24-03.

when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. ¹⁷

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting. ¹⁸

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. ¹⁹

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda. ²⁰

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice. ²¹

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

¹⁷ 5 ILCS 120/2.02.

¹⁸ 105 ILCS 5/10-16 (two members of a board of directors; 105 ILCS 5/10-6). Lawyers disagree whether three members may call a special meeting without violating OMA, although there is general agreement that no violation occurs if three members call a special meeting while they are participating in a lawful board committee meeting with the matter on the agenda.

¹⁹ 5 ILCS 120/2.02. News media that gave the board an address or telephone number within the district's territorial jurisdiction must be given notice in the same manner as given board members.

OMA requires that "any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting." 5 ILCS 120/2.02(c) (emphasis added). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website. Posting on the district website does not replace the posting described in this paragraph. See f/n 8.

For districts that do not post board meeting notices and agendas on a website (because they do not have a website maintained by a full-time staff member), add the following sentence:

The notice and agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

Some attorneys find OMA's posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency. Boards that post public notices and agendas of special meetings at the meeting location may revise this sentence as follows:

Public notice of a special meeting is given by posting a notice at the District's main office and the location where the meeting is to be held at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice.

Note that if this alternative language is used, this sample policy requires posting in the same manner for reconvened and rescheduled meetings in alignment with OMA; see the **Reconvened or Rescheduled Meetings** subhead.

²⁰ Lawyers disagree whether OMA mandates this restriction, i.e., whether it restricts board *discussions* to items related to an item on the special meeting agenda. OMA limits board *action* to items on the agenda (5 ILCS 120/2.02(c)); it states that the validity of any action taken "which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda." 5 ILCS 120/2.02(a). For agenda requirements, see sample policy 2:220, *School Board Meeting Procedure*.

²¹ 5 ILCS 120/2.02(a).

Posting on the District Website ²²

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

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²² Required *only if* the district has a website that is maintained by a full-time staff member; if not, this section may be omitted. 5 ILCS 120/2.02. Note that 5 ILCS 120/2.02(b) requires that a notice of *all* meetings be posted on the district website, but only notices of *regular* meetings must remain posted until the *regular* meeting is concluded. As this is an obvious oversight, it is wise to leave the notice of every meeting on the website until after the meeting occurred. The agenda must remain on the district website until the meeting is concluded. Id.

School Board

School Board Meeting Procedure ¹

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.² The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.³

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting.⁴ Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting.⁵ District residents may suggest

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¹ State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

² Appropriate agenda content includes establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB's Foundational Principles of Effective Governance* at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance.

³ To comply with the Open Meetings Act's (OMA's) mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda. OMA also requires that any final action "be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." 5 ILCS 120/2(e). Some level of explanation of the consent agenda items must be verbally given before a board votes to approve a consent agenda. The Ill. Supreme Court has held that "the recital must announce the nature of the matter under consideration, with sufficient detail to identify the particular transaction or issue, but need not provide an explanation of its terms or its significance." *Bd. of Educ. of Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.*, 77 N.E.3d 625, 636 (Ill. 2017).

⁴ 5 ILCS 120/2.02(c). The Ill. Appellate Court held that OMA prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda. *Rice v. Bd. of Trustees of Adams Cnty.*, 326 Ill.App.3d 1120 (4th Dist. 2002).

⁵ An alternative follows for those boards that want to give discretion to the board president to decide whether an item submitted by a board member should be added to a meeting agenda:

Any Board member may submit suggested agenda items to the Board President for his or her consideration.

inclusions for the agenda.⁶ The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.⁷

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency.⁸ The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome.⁹ A vote of *abstain* or

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⁶ See sample policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. In districts governed by a board of school directors, an appointed board official must give a resident of the district requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request. 105 ILCS 5/10-6.

Options follow to restrict the addition of new agenda items by district residents; the phrases between [] may be used together, separately, or eliminated:

Discussion items suggested by District residents may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

⁷ An Ill. Atty. Gen. Public Access Counselor Opinion (PAO) found no violation of OMA when a board removed an item from the agenda within the 48-hour notice time period. PAO 14-3. Removals inform the public that the board does not plan to proceed on the topic.

⁸ State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

⁹ In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. *Prosser v. Village of Fox Lake*, 91 Ill.2d 389 (Ill. 1982); *People v. Bertrand*, 978 N.E.2d 681 (Ill. App. 1st Dist. 2012). For example, a motion passes with a vote of two *yeas*, one *nay*, and four *abstentions*. A motion fails with a vote of two *yeas*, three *nays*, and two *abstentions*. A motion fails with a vote of three *yeas*, three *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. 105 ILCS 5/24-12.
2. Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members, unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days. 105 ILCS 5/5-22.
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than 10 years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.11.
4. Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.12.
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. 105 ILCS 5/10-22.25a.
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full board. 105 ILCS 5/17-3.2.

present, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of abstain or present, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated. ¹⁰

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present. ¹¹

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. ¹² The minutes include: ¹³

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;

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7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. 10 ILCS 5/2A-1.4.
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least 3/4 of the board. 105 ILCS 5/10-20.21(a)(xiv).
9. Exchanging school building sites requires approval by at least a 2/3 majority of the board. 105 ILCS 5/5-23.
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least 2/3 of the board. 105 ILCS 5/17-1.5.
11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board. 105 ILCS 5/9-1.5.

¹⁰ Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote*, *monthly*, or *annually* to the end of the sentence. All board members, including officers, may make motions and vote.

¹¹ This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

- Option 1:** Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.
- Option 2:** Any Board member may request that his or her vote be changed before the President announces the result.

If a board takes a roll call vote on all action items, it may substitute this paragraph with the following sentence:

The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.

¹² 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary (of a board of education) or clerk (of a board of directors) may be given these responsibilities. 105 ILCS 5/10-14.

¹³ All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion. 5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7. The Ill. Atty. Gen. Public Access Counselor (PAC) found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3. PAO 13-7.

7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion;¹⁴ and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later. ¹⁵

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection.¹⁶ This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session. ¹⁷

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require. ¹⁸

The official minutes are in the custody of the Board Secretary.¹⁹ Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval;²⁰ they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected

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¹⁴ The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

¹⁵ Required by 5 ILCS 120/2.06(b).

¹⁶ Required by 5 ILCS 120/2.06(d). If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. *Id.* A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d).

While board notes from closed sessions may be confidential under the Freedom of Information Act (FOIA), they may be discoverable by the opposing party in a lawsuit. *Bobkoski v. Cary Sch. Dist.* 26, 141 F.R.D. 88 (N.D. Ill. 1992).

The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session. 5 ILCS 120/2.06(d).

¹⁷ 5 ILCS 120/2(c)(21) allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

¹⁸ Required by 105 ILCS 5/10-7.

¹⁹ Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

²⁰ Required by 5 ILCS 120/2.06(b).

Board member.²¹ The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order. ²²

The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days. ²³

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.²⁴ If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location. ²⁵

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting. ²⁶

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.²⁷ Access to the verbatim

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²¹ 5 ILCS 120/2.06(f). The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual. If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

See the discussion in paragraph two of f/n 27 below about what *in the presence of* means.

²² Id.

²³ Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted. 5 ILCS 120/2.06(b).

²⁴ Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording. 5 ILCS 120/2.06(a). This sample policy uses audio recording only; a board that uses a video recording should amend this policy and exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

²⁵ Alternatively, use: "is maintained within the District's administrative offices or their official storage location."

²⁶ This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

²⁷ 5 ILCS 120/2.06(e). The listed individuals align with the other titles used in the IASB Policy Reference Manual. If the board wishes to mirror the statute, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes (see f/n 21 above), and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where the board member could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

recordings is available at the District's administrative offices or the verbatim recording's official storage location.²⁸ Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order. ²⁹

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections. ³⁰

Quorum and Participation by Audio or Video Means ³¹

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

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1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 5 ILCS 120/2.06(e) states, "any *elected* official of the public body;" appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515, which amended 5 ILCS 120/2.06(e), was to manage a board member's *individual* request for access to these items in the board member's individual capacity (see sample policy 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do, and it is important to obtain legal advice on this specific issue.

²⁸ Id.

²⁹ Id.

³⁰ This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who said what. Prior to P.A. 99-515, OMA did (and still does) allow boards to release these types of information. 5 ILCS 120/2.06(e). Board members should evaluate whether their requests under 5 ILCS 120/2.06(e) are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who said what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

³¹ 5 ILCS 120/2.01 and 120/7, amended by P.A.s 103-311 and 104-438. See also 105 ILCS 5/10-6 (regular and special meetings) and 5/10-12 (quorum). In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in OMA. The statute requires the board member who wishes to attend remotely to notify the "recording secretary or clerk of the public body." The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24-hour notification. Note that the statute does not contemplate someone either approving or denying a request, only that the request be accommodated if the notification is provided.

In a non-binding opinion, the PAC found a public body violated OMA when it allowed a board member to join a closed session meeting remotely without first taking action at that particular meeting in open session to approve the remote participation. 2019 PAC 57660. Therefore, even with the adoption of this policy to approve remote participation, best practice is to ensure the public is informed of any board members that are participating remotely for a particular board meeting. Consult the board attorney for advice on whether the board should take action every time it wishes to permit a member to participate remotely or in those instances where a board member objects to such participation.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, (3) a family or other emergency, (4) unexpected childcare obligations, or (5) performance of *active military duty* as a *service member*. If a member wishes to attend a meeting by video or audio means, he or she must notify the Recording Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration ³²

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency.³³ The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. ³⁴

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Conflicting obligations to an employer may provide a permissible reason for a board member's attendance by video or audio conference. PAO 24-7. A board member does not have to show that it would be unfeasible to commute from a work assignment to the meeting location to participate remotely. *Id.*

OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, D.C., a commonwealth, or territory of the U.S. 5 ILCS 120/7(a), amended by P.A. 104-438.

³² 5 ILCS 120/2.01 and 120/7(e)(1)-(10). See also 105 ILCS 5/10-6 (regular and special meetings) and 5/10-12 (quorum). During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. In June of 2020, 5 ILCS 120/7 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement. Boards must remember that public comment is still required when a quorum is not physically present at the meeting location.

³³ The phrase "due to public health emergency" aligns with Ill. Emergency Management Agency Act (IEMAA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1) uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMAA text, means "public health emergency." For ease of understanding and alignment with IEMAA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e) for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BRLDs because the School Code states that the governor must declare the disaster.

³⁴ 5 ILCS 120/7(e)(2) states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Sample policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes,³⁵ and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum. ³⁶

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure. ³⁷

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.³⁸ Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

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

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

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:150 (Committees), 2:200 (Types of School Board Meetings), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

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For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as “[the president or vice president’s] duly authorized designee” pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum.

³⁵ While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board’s jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board’s published notice and agenda for the audio or video meeting, and (b) in the meeting minutes.

³⁶ See sample exhibit 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*.

³⁷ Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect. 105 ILCS 5/10-20.5.

³⁸ The public’s right to record meetings must be addressed in board policy. 5 ILCS 120/2.05. However, a provision requiring advance notice to record a meeting is invalid. PAO 12-10.

School Board

Access to District Public Records ¹

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. ²

Freedom of Information Officer ³

The Superintendent shall serve as the District's Freedom of Information Officer and assume all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of responsibility for the delegated action.

Definition ⁴

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material

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¹ The Ill. Freedom of Information Act (FOIA) governs the subject matter in this policy. 5 ILCS 140/. School districts are required to make public records available to any person for inspection or copying, unless they fall within an exception. 5 ILCS 140/3(a). The f/ns only discuss sections of FOIA that are relevant to school districts. State law does not explicitly require boards to adopt a policy on access to their records. However, a board policy is the logical instrument to memorialize the actions that are required to implement FOIA. The laws limiting the disclosure of employee evaluations are discussed in f/n 7.

See also *Let the Sunshine In: School Board Meetings and Records* published by IASB at:

www.iasb.com/IASB/media/Documents/JPBSunshine.pdf.

Any person denied access to a public record may request a review by the Ill. Public Access Counselor (PAC) established in the office of the Ill. Atty. Gen. 5 ILCS 140/9.5. As a result of the review, the PAC may issue an opinion binding on the requester and public body. IASB reports on the opinions relevant to school districts at:

www.iasb.com/policy-services-and-school-law/court-decisions-listing/.

² This sentence allows a board to monitor the district's compliance with FOIA. This is an important duty as illustrated by FOIA's provision stating: "It is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible." The School Code requires the FOIA report described in #2 (105 ILCS 5/10-16); it is optional, however, for districts governed by a board of school directors.

³ Each board must designate one or more official(s) or employee(s) to act as its freedom of information officer(s). 5 ILCS 140/3.5 (**referred to in the f/ns as *FOIA Officer***). A board may replace *Superintendent* in this paragraph with another job title, or may replace the paragraph with one of the alternatives below:

Alternative 1: The Board will appoint an employee to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Alternative 2: The Superintendent shall appoint an employee, who may be himself or herself, to [continue as with alternative 1].

⁴ The definition is quoted from 5 ILCS 140/2(c), amended by P.A. 104-438. Substitute the following alternative for this paragraph if desired:

The definition of *public records*, for purposes of this policy, is the definition contained in 5 ILCS 140/2(c) without amendment.

Junk mail means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. 5 ILCS 140/2(j), added by P.A. 104-438.

pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District. The District's public records do not include *junk mail*.

Requesting Records ⁵

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist; ⁶
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; ⁷
3. Complying with the request would be unduly burdensome; ⁸

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⁵ This section restates 5 ILCS 140/3(c), amended by P.A. 104-438, in relevant part. Districts may, but are not required to, accept oral requests. Compliance with an oral request may stave off the formal written request and permit more flexibility in the response. If the district wants to accept oral requests, delete ~~must be made in writing~~ and from the first sentence and add the following:

Oral requests may be accepted provided personnel are available to handle them, but otherwise must be made in writing.

The response to an oral request should be documented. Districts may provide a request form for convenience but may not require its use. See sample exhibit 2:250-E1, *Written Request for District Public Records*.

⁶ FOIA does not require a public body to create a record. 5 ILCS 140/1; *Chicago Tribune Co. v. Dept. of Financial and Professional Regulation*, 8 N.E.3d 11 (Ill. App. 4th Dist. 2014). However, compiling information already in the public body's possession into a different format in order to respond to a FOIA request does not constitute the creation of a new record. PAO 15-10. See also *Hites v. Waubensee Community College*, 56 N.E.3d 1049 (Ill. App. 2nd Dist. 2016) (holding that databases that house aggregations of data and do not merely store documents are subject to FOIA).

⁷ 5 ILCS 140/7 and 140/7.5 describe numerous explicit exceptions to the presumption that all public records are available for public inspection. Each record is "presumed to be open to inspection or copying" and the district will have "the burden of proving by clear and convincing evidence that it is exempt." 5 ILCS 140/1.2 and 140/11(f). A person who prevails in a court proceeding to enforce FOIA will be awarded attorney's fees; the public body may incur a civil penalty of between \$2,500 and \$5,000 for each occurrence of a willful or intentional violation of FOIA or other action in bad faith; and courts may impose additional penalties of up to \$1,000 for each day the violation continues if (1) the board fails to comply with the court's order after 30 days, (2) the court's order is not on appeal or stayed, and (3) the court does not grant the public body additional time to comply with the court's order to disclose public records. 5 ILCS 140/11(i) and (j). School officials should seek the board attorney's advice concerning the denial of a record request.

Two State laws limit the disclosure of employee personnel evaluations:

1. The Personnel Record Review Act prohibits the disclosure of performance evaluations. 820 ILCS 40/11.
2. The School Code prohibits the disclosure of public school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1.

5 ILCS 140/7(kk) exempts from disclosure "the public body's credit card numbers, debit card numbers, bank account numbers, Federal Employer Identification Number, security code numbers, passwords, and similar account information" that could result in identity theft or fraud of a government entity or a person.

⁸ 5 ILCS 140/3(g).

4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission;⁹ or
5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification. ¹⁰

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA.¹¹ The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date.¹² If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period. ¹³

The time periods are extended for responding to requests for records made for a commercial purpose, requests by a recurrent requester, or voluminous requests, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA. ¹⁴

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request. ¹⁵

Fees ¹⁶

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy

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⁹ 5 ILCS 140/3(c), amended by P.A. 104-438.

¹⁰ 5 ILCS 140/3(j), added by P.A. 104-438.

¹¹ 5 ILCS 140/3(d). Reasons for extensions are addressed at 5 ILCS 140/3(e). Public bodies must respond to FOIA requests. PAOs 16-05, 16-04, 16-03, and 16-01. Public bodies must also conduct a reasonable search for public records responsive to a FOIA request, which includes searching public employees' communications on personal devices or accounts for records pertaining to the transaction of public business. PAO 16-06.

¹² 5 ILCS 140/3(e).

¹³ 5 ILCS 140/3(f). A board may replace the default paragraph with the following alternative:

The Freedom of Information Officer shall respond to record requests according to the time periods described in 5 ILCS 140/3.

¹⁴ The timelines are extended to respond to a: (1) *recurrent requester* (defined in 5 ILCS 140/2(g)); (2) request with a *commercial purpose* (defined in 5 ILCS 140/2(c-10)); and (3) *voluminous request* (defined in 5 ILCS 140/2(h)). To use the extended timelines, a district must follow the requirements in 5 ILCS 140/3.2 for responding to a *recurrent requester*; 5 ILCS 140/3.1 for responding to a request with a *commercial purpose*; and 5 ILCS 140/3.6 for responding to a *voluminous request*. See sample administrative procedure 2:250-API, *Access to and Copying of District Public Records*, for additional information.

¹⁵ 5 ILCS 140/7. Redacting exempt portions is permitted, but not required, except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted before disclosure. 5 ILCS 140/2.10. Reviewing past responses to FOIA requests will promote uniform treatment of requests for similar records.

¹⁶ 5 ILCS 140/6. The first paragraph's intent is to be efficient and avoid paraphrasing a complex law. See sample administrative procedure 2:250-API, *Access to and Copying of District Public Records*, for a fee schedule identifying the maximum fees permitted.

and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a commercial purpose and fees, costs, and personnel hours in connection with responding to a voluminous request.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a voluminous request, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.¹⁷

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.¹⁸

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record.¹⁹ The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to

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5 ILCS 140/6(a) states: "If a request is *not* a request for a *commercial purpose* or a *voluminous request*, a public body *may not* charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records." (Emphasis added.) This implies that a search and review fee may be charged when responding to a request for a *commercial purpose* or a *voluminous request*. However, 5 ILCS 140/6(b) states that the search and review fee described in 5 ILCS 140/6(f) may be charged *only to* someone making a *commercial request*. 5 ILCS 140/6(f) contains the maximum amounts that may be charged for search and review but does not explain when they may be charged. The FOIA Officer will need to consult the board attorney concerning fees.

¹⁷ 5 ILCS 140/6(c) makes it mandatory to furnish records "without charge or at a reduced charge" if the request is in the *public interest* as defined by FOIA. If a board wants to indicate when a reduction is available by paraphrasing the statute, it may substitute the following alternative for the default paragraph:

A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the preservation of the general public's health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. The Freedom of Information Officer shall set the amount of the reduction, taking into consideration the amount of material requested and the cost of copying it.

¹⁸ Public bodies may adopt rules for the times and places where records will be made available. 5 ILCS 140/3(h). A board may amend this sentence to reflect other times and/or places where records will be made available.

¹⁹ 5 ILCS 140/4. A district may reduce FOIA requests by posting records on its website. Many records are required to be web-posted, see sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not have a website, replace this paragraph as follows:

Some public records are available for immediate access including a description of the process for requesting a public record, and a list of all types or categories of records under its control.

For a list of required web-postings see sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Using the district's website is also a convenient way to comply with FOIA's requirement to identify documents that are *immediately* available. 5 ILCS 140/3.5(a). Although not required to be web-posted, a list of all types or categories of records under its control must be prepared and made available. 5 ILCS 140/5; see sample administrative procedure 2:250-AP1, *Access to and Copying of District Public Records*.

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reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy. ²⁰

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request.²¹ Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission. ²²

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²⁰ 5 ILCS 140/8.5.

²¹ The Local Records Act (50 ILCS 205/3) requires the preservation of records described in items #1-3. The preservation of records described in item #3 is also required by the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) and the Ill. School Student Records Act (105 ILCS 10/), among other laws. An example of a record described in item #4 is a record subject to a *litigation hold* or a document preservation requirement pursuant to Federal Rules of Civil Procedure, Rules 16 and 26.

Categorizing email messages is complicated because two laws apply, and the rules differ when a board member is a party. See sample policy 2:140, *Communications To and From the Board*, for a discussion of email between or among board members. When employees or agents are using email for school purposes, the email messages may be *public records*, but will not necessarily be subject to disclosure depending on the topic discussed. FOIA's list of exemptions from disclosure determines whether these emails are subject to disclosure. For exemptions see 5 ILCS 140/7.

Not all email messages between or among employees must be preserved, even if they are *public records* for purposes of FOIA. The definition of *public record* in the Local Records Act (50 ILCS 205/3) is narrower than its definition in FOIA. Thus, staff email, like all district records, must be retained only when it contains material described in #1-4. While this is a slippery slope without definitive parameters, employee email that is conversational or personal, or contains brainstorming may generally be deleted.

The Prevailing Wage Act (820 ILCS 130/5) requires contractors, while participating in public works, to keep certified payroll records of all laborers, mechanics, and other workers employed by them on the project and to submit this record to the Ill. Dept. of Labor (IDOL) through an electronic database. These records are considered public records, except for contractors' employees' addresses, telephone numbers, social security numbers, race, ethnicity, and gender, and they must be made available in accordance with FOIA. **Note:** 820 ILCS 130/5 requires contractors to maintain records of the race, ethnicity, gender, and veteran status of workers on a public works project. FOIA, however, was not similarly amended to require public bodies to redact the workers' race, ethnicity, and gender from certified payroll records before disclosure. See 5 ILCS 140/2.10. The Ill. Atty. Gen. has previously issued at least one non-binding opinion finding that disclosure of a person's gender is not an unwarranted invasion of personal privacy under 5 ILCS 140/7(1)(c). Districts should consult with their board attorneys regarding what categories of information may be properly redacted in response to a FOIA request for certified payroll records.

²² 50 ILCS 205/. Preservation and destruction of documents is covered in sample administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. See also the Ill. Secretary of State's website for information on preserving and destroying records at:

www.cyberdriveillinois.com/departments/archives/records_management/.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
50 ILCS 205/, Local Records Act.
105 ILCS 5/10-16 and 5/24A-7.1.
820 ILCS 40/11, Personnel Record Review Act.
820 ILCS 130/5, Prevailing Wage Act.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),
7:340 (Student Records)

School Board

Uniform Grievance Procedure ¹

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, 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,² or has a complaint regarding any one of the following:³

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq. ⁴

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¹ State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion sample policy 2:265, *Title IX Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, *Title IX Grievance Procedure*) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

² Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

³ The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents/guardians an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) 105 ILCS 5/14-8.02a (mediation and due process) and 5/14-8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

⁴ The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/eeoc-disability-related-resources/laws-and-regulations-related-disability-discrimination.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. The *Web Content Accessibility Guidelines* (WCAG) Version 2.1, Level AA is the formal federal legal standard for public accommodation websites, including school districts. The compliance date for districts is 4-24-26 or 4-26-27, depending upon the size of the population where the district is located. 28 C.F.R. §§35.104 and 35.200 et seq. See the U.S. Dept. of Justice's *Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments* (4-8-24), at: <https://www.ada.gov/resources/2024-03-08-web-rule/>. WCAG 2.1 is available at: www.w3.org/TR/WCAG21. 105 ILCS 5/10-20.75 also requires school districts to ensure their *Internet websites or web services* comply with Level AA of the WCAG 2.1 or any revised version of those guidelines. *Internet website or web service* means "any third party online curriculum that is made available to enrolled students or the public by a school district through the Internet." *Id.*

2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*⁵
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)⁶
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act⁷, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of

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⁵ See f/n 4's discussion of website accessibility above. See also the discussion in f/n 2 of sample policy 8:70, *Accommodating Individuals with Disabilities*.

⁶ 105 ILCS 5/22-95(b)(1)(B), added by P.A. 103-472, requires a district to have an internal process for filing a complaint regarding a violation of its policy (or policies) prohibiting discrimination and harassment on the basis of race, color, national origin, and retaliation. Sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin.

⁷ 5 ILCS 430/70-5(a) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 9 for further information.

50 ILCS 205/3c requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board's compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager's report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager's determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2). GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. *Id.* at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 16 in sample policy 5:20, *Workplace Harassment Prohibited*.

- 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)⁸
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60⁹
 8. Bullying, 105 ILCS 5/27-23.7¹⁰
 9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children¹¹
 10. Curriculum, instructional materials, and/or programs
 11. Victims' Economic Security and Safety Act, 820 ILCS 180/
 12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
 13. Provision of services to homeless students
 14. Illinois Whistleblower Act, 740 ILCS 174/¹²
 15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.¹³

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⁸ Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

⁹ 105 ILCS 5/10-20.60 requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent (or appropriate Intermediate Service Center Executive Director) and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under 105 ILCS 5/10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/issues/sex-issue03.html.

¹⁰ All districts must have a policy on bullying. 105 ILCS 5/22-110, renumbered by P.A. 104-391. See sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

¹¹ Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 179 Ill.2d 121 (Ill. 1997) (affirming the appellate court's conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

¹² The Whistleblower Act (740 ILCS 174/), amended by P.A. 103-867, includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. 740 ILCS 174/15, amended by P.A.s 103-867 and 104-440, contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or in any other proceeding initiated by a public body where the employee has a good faith belief that an activity, policy, or practice of the employer: (1) violates a State or federal law, rule, or regulation; or (2) poses a substantial and specific danger to employees, public health, or safety. The Ill. False Claims Act (740 ILCS 175/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

¹³ The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

16. Employee Credit Privacy Act, 820 ILCS 70/ ¹⁴

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

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable¹⁵ 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.

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GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: www.eeoc.gov/genetic-information-discrimination. An FAQ entitled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 *et seq.*) and the ADA, and State laws governing time off for sickness and workers' compensation.

¹⁴ 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. 820 ILCS 70/10(b). A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff. *Id.*

¹⁵ The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(c) which requires schools to "adopt and publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints" of sex discrimination.

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.¹⁶ The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee¹⁷ shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

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

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,¹⁸ should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.¹⁹ The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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¹⁶ These are best practices to reduce barriers to filing a complaint.

¹⁷ "Title IX Coordinator or designee" is used where Title IX is implicated. In contrast, if Title IX is not implicated, "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see the last paragraph under the **Filing a Complaint** subhead).

¹⁸ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

¹⁹ This sample policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused²⁰ as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.²¹

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused,²² 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.²³

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²⁰ Using a consistent delivery method that allows the district to verify the date of receipt is a best practice, e.g., registered mail, return receipt requested, and/or personal delivery.

²¹ *Preponderance of evidence* is a standard of proof used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019*.

²² See f/n 20, above.

²³ The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers ²⁴

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

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. ²⁵

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

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers. ²⁶

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²⁴ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

²⁵ Title IX regulations require districts to designate and authorize an employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. *Id.* If a district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations.

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

²⁶ The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh/.

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Title IX Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1232g, Family Education Rights Privacy Act.
 20 U.S.C. §1400, The Individuals with Disabilities Education Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 29 U.S.C. §2612, Family and Medical Leave Act.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69,
 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95, 5/22-110, 5/24-4, and 5/27-1.
 105 ILCS 45/, Education for Homeless Children Act.
 5 ILCS 415/10(a)(2), Government Severance Pay Act.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 410 ILCS 513/, Ill. Genetic Information Privacy Act.
 740 ILCS 174/, Whistleblower Act.
 740 ILCS 175/, Ill. False Claims Act.
 775 ILCS 5/, Ill. Human Rights Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 820 ILCS 112/, Equal Pay Act of 2003.
 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part
 280.
 23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270
 (Discrimination and Harassment on the Basis of Race, Color, and National Origin
 Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment),
 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90
 (Abused and Neglected Child Reporting), 6:120 (Education of Children with
 Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs),
 6:260 (Complaints About Curriculum, Instructional Materials, and Programs),
 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights),
 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to
 Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence
 Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315
 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals
 with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and
 Concerns)

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors ¹

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of:² (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,³ and define prohibited grooming behaviors,⁴ the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

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¹ Required by *Erin's Law*, 105 ILCS 5/10-23.13. Also infused into this policy are concepts from *Faith's Law*, 105 ILCS 5/22-85.5, which provides helpful guidance for districts to implement *Erin's Law* due to its vagueness. See f/n's 1 and 14 in sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, for further information regarding *Faith's Law*.

Two additional statutes address a district's responsibility to provide age-appropriate sexual abuse and assault awareness and prevention education programs:

1. 105 ILCS 27/215, renumbered by P.A. 104-391, Critical Health Problems and Comprehensive Health Education Act (requires districts to establish a Comprehensive Health Education Program that includes age-appropriate sexual abuse and assault awareness and prevention education in grades pre-K through 12) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*);
2. 105 ILCS 5/27-1015(b), renumbered by P.A. 104-391 (requires comprehensive personal health and safety and comprehensive sexual health education a/k/a National Sex Education Standards (NSES) to: (a) be age and developmentally appropriate, medically accurate, complete, culturally appropriate, inclusive, and trauma informed, (b) replicate evidence-based or evidence-informed programs or substantially incorporate elements of evidence-based programs or evidence-informed programs or characteristics of effective programs, (c) provide information about local resources where students can obtain additional information and confidential services related to sexual violence (including sexual abuse and assault), and (d) provide information about State laws related to mandated reporting of child abuse and neglect, and school policies addressing the prevention of and response to sexual violence) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*); and

See sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, at f/n 2, for information regarding the repeal of 105 ILCS 5/27-13.2, which formerly required districts to give parents/guardians of students in grades K-8 prior written notice of sexual abuse prevention instruction and the opportunity to opt their children out of such instruction upon written objection.

² 105 ILCS 5/10-23.13 at (b)(1).

³ *Id.* at (b).

⁴ *Id.* at (b).

- a. An age-appropriate and evidence-informed health and safety education⁵ curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities,⁶ through Board policy 6:60, *Curriculum Content*;⁷
 - b. Information in Board policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse,⁸ and (ii) community-based Children’s Advocacy Centers and sexual assault crisis centers and how to access those serving the District.⁹
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include: ¹⁰
 - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
 - b. Evidence-informed¹¹ content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs¹² of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes: ¹³

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⁵ *Id.* at (b)(1).

⁶ *Id.* at (b)(4).

⁷ 105 ILCS 5/10-23.13(b). See policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, for information on school board choices related to health and safety education, including sex education.

⁸ *Id.* at (b)(2) and (3).

⁹ *Id.* at (b)(5). See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP1, *Coordination with Children’s Advocacy Center*, for more information on Children’s Advocacy Centers.

¹⁰ Citations for each letter:

- a. 105 ILCS 5/10-23.13(b).
- b. *Id.* at (b), (b)(1.5), and (c).
- c. *Id.* at (b) and (b)(1.5).

¹¹ Two Illinois laws address “evidence-informed.” *Evidence-informed* per *Erin’s Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a). Contrast with NSES at 105 ILCS 5/27-1015(a), renumbered by P.A. 104-391, which defines an *evidence-informed program* as “a program that uses the best available research and practice knowledge to guide program design and implementation.”

¹² 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at <https://ilprincipals.org/msh/>.

¹³ This information is listed in sample exhibit 7:190-E2, *Student Handbook Checklist*. Citations for each letter:

- a. 105 ILCS 5/10-23.13(b) and (b)(1).
- b. *Id.* at (b)(4) and (5).
- c. *Id.* at (b).

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors,¹⁴ appropriate relationships between District employees and students based upon Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,¹⁵ and how to prevent child sexual abuse from happening;
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to Board policy 7:250, *Student Support Services*.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-1015.
 105 ILCS 5/27-215, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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¹⁴ Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the statutes cited in f/n 1, above (educating all students to recognize and avoid sexual abuse and assault), and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse (see f/n 15, below)).

¹⁵ 105 ILCS 5/22-85.5(e) requires the employee code of professional conduct policy be included in any staff, student or parent/guardian handbook provided by the district. See sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and sample exhibit 7:190-E2, *Student Handbook Checklist*.

General Personnel

Hiring Process and Criteria ¹

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.² The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.³ If the Superintendent's recommendation is rejected, the Superintendent must submit another.⁴ No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).⁵

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¹ State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a *male* or *female* job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

105 ILCS 5/22-96, added by P.A. 103-46 and renumbered by P.A. 103-564, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas.

³ Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

A board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

The Equal Pay Act of 2003, 820 ILCS 112/10(b-25), added by P.A. 103-539, makes it unlawful for employers with 15 or more employees to fail to include the "pay scale and benefits" for a position in any specific job posting. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of benefits and other compensation. *Id.* at 112/5, amended by P.A. 103-539. To satisfy the posting requirement, an employer can include a hyperlink to a public webpage that includes the pay scale and benefit information. *Id.* at 112/10(b-25), added by P.A. 103-539. If an employer uses a third party to post its job postings, then the employer must provide the pay scale and benefits or a hyperlink containing the information to the third party. *Id.* The Act also requires employers to inform current employees of promotion opportunities within 14 calendar days after the employer posts externally for the position. *Id.* Employers are not prohibited from asking applicants about their wage or salary expectations for a position. *Id.*

⁴ An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

⁵ 775 ILCS 5/2-103.1 prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, a district does not have to show a substantial relationship between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights (IDHR) interprets the Ill. Human Rights Act (IHRA) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. *Id.* at 5/2-103.1(C). See IDHR's *Conviction Record Protection – Frequently Asked Questions* (March 2021), at:

All applicants must complete a District application in order to be considered for employment. ⁶

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. ⁷

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<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>.

Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue**. See sample administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice provisions and the need for districts to also comply with the seven-day notification requirement in the Ill. Uniform Conviction Information Act, 20 ILCS 2635/7. **Note:** The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, see f/n 5 and 6 in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

⁶ Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. *Id.* Each employment application for these positions must state the following (*Id.*):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103(G-5) and 5/2-103.1 states "[u]nless authorized by law, an employer is prohibited from inquiring about an applicant's conviction record prior to making a job offer to the applicant." See *Conviction Record Protection – Frequently Asked Questions* guidance issued by IDHR (March 2021), at:

<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>.

While the School Code and Job Opportunities for Qualified Applicant Act do not prohibit districts from asking about disqualifying convictions before a job offer is made, it is unclear whether they affirmatively *authorize* such inquiries. The IDHR's guidance does not carry the force of law, but it may impact its handling of a discrimination charge based on a conviction record. It is also unclear if an applicant's mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district's obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence (AI) analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/. Employers should also be careful that use of AI, software, and algorithms to assess applicants does not violate the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 *et seq.*) or the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-101(N) and (O), added by P.A.s 103-804 and 104-417. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, and its f/n 2 for discussion of the IHRA requirements regarding use of artificial intelligence in the hiring process. See the U.S. Department of Justice guidance document, *Algorithms, Artificial Intelligence, and Disability Discrimination in Hiring*, at: www.ada.gov/assets/pdfs/ai-guidance.pdf. Given the rapidly changing technologies in this area, please consult the board attorney.

⁷ 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with adherence to written board policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at:

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.⁸

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.⁹ When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.¹⁰ The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.¹¹ The School Code requires the Board President to keep a conviction

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www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

See also sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

⁸ Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's essential functions. 29 C.F.R. §1630.2(n). The ADA protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of *essential functions* see *Id.* at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA made significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/guidance/fact-sheet-eeocs-final-regulations-implementing-adaaa. Consult the board attorney regarding how these amendments impact the district's hiring processes.

⁹ The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9. See sample administrative procedure 5:30-AP2, *Investigations*, for the process, timing, and positions requiring criminal background investigation and what steps a district must take if it wants to disqualify an applicant based on a conviction record. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: <https://sor.isp.illinois.gov/sorpublic/>. The Statewide Murderer and Violent Offender Against Youth Database is available at: <https://sor.isp.illinois.gov/sorpublic/>. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, see f/n 5 in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See sample policy 4:60, *Purchases and Contracts*, for requirements concerning (1) criminal background checks of employees of contractors who have *direct, daily contact* with students and (2) sexual misconduct related employment history reviews (EHRs) of employees of contractors who have *direct contact with children or students*.

¹⁰ *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and the EHR required by 105 ILCS 5/22-94, including the federal *Rap Back Service* (20 ILCS 2630/3.3) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 *et seq.*), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

¹¹ 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law.¹² The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.¹³

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80¹⁴ or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction

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Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. State Police and/or Statewide Sex Offender Registry.

¹² *Id.* at 5/10-21.9(b) and 105 ILCS 5/21B-85, amended by P.A. 103-51. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

105 ILCS 5/21B-85, amended by P.A. 103-51, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. *Id.*

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), see f/n 6 in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

¹³ Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under Illinois law if the district uses any electronic employment verification system, including *E-Verify*. 820 ILCS 55/. The Right to Privacy in the Workplace Act (RPWA) at 820 ILCS 55/14, added by P.A. 104-455, prohibits employers from taking adverse action against an employee based only on the receipt of a notice of discrepancy (a *no-match letter*) between an employee's individual taxpayer identification number or other identifying documents from a federal agency or outside vendor not responsible for immigration law enforcement, such as the Social Security Administration, Internal Revenue Service, or an insurance company. The RPWA also requires employers to provide notice to the employee upon receipt of a no-match letter. *Id.*, at 55/15-55/17 added by P.A. 104-455. Employers are subject to civil, monetary penalties for violations of the RPWA. *Id.* However, a safe harbor from penalties for employers and prospective employers is available for violations made in good faith while relying on guidance issued by the Ill. Dept. of Labor or the federal Dept. of Homeland Security, or if a bona fide administrative error occurs that does not affect an employee or prospective employee's employment or pay. *Id.*, at 55/25, added by P.A. 104-455. See also <https://labor.illinois.gov/laws-rules/conmed/privacy-workplace.html>.

¹⁴ See f/n 5, above.

for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. ¹⁵

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: ¹⁶

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. ¹⁷
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. ¹⁸
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. ¹⁹
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment. ²⁰
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. ²¹

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¹⁵ 105 ILCS 5/10-21.9(c) and (g). See f/n 6 in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

¹⁶ As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: “~~The Superintendent shall ensure that the District does not engage~~”

¹⁷ Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ 820 ILCS 112/10(b-5). If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5).

¹⁹ *Id.* at 112/10(b-5).

²⁰ *Id.*

²¹ 820 ILCS 112/10(b-10). **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2) may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5).

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after “compensation”:

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. ²²
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. ²³
8. The District provides equal employment opportunities to all persons. See Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) ²⁴

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations ²⁵

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician

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²² Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

²³ *Id.* at 55/10(b) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. *Id.* at 55/10(b)(6). Bracketed explanations follow the statutory language in 820 ILCS 55/10(b)(5):

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

²⁴ 105 ILCS 5/22-94, amended by P.A. 104-417. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, for the process, timing, and positions requiring an EHR. See sample policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*.

²⁵ 105 ILCS 5/24-5. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health (IDPH) or by order of a local public health official. The IDPH does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.²⁶ The Board will pay the expenses of such examination. ²⁷

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board policy 5:90, *Abused and Neglected Child Reporting*.

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Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. ADA, 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

²⁶ The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," is superseded by the ADA. 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See f/n 8 for an explanation regarding the ADAAA.

See f/n 25 for a discussion of examinations by spiritual leaders/practitioners.

²⁷ Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion.

- LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
15 U.S.C. §1681 et seq., Fair Credit Reporting Act.
42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,
5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than
the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex
Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and
Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease),
5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of
Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and
Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and
Qualifications)

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition ¹

All District workplaces are drug- and alcohol-free workplaces. ²

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

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The Right to Privacy in the Workplace Act (RPWA) allows employers to regulate employees' use of lawful products that impair an employee's ability to perform his or her assigned duties. 820 ILCS 55/5(b). The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), allows penalties issued by employers of law enforcement officers for consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off duty to be collectively bargained; districts that employ school resource officers should consult their board attorneys about this provision of the CRTA.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds. 41 U.S.C. §8101 *et seq.* For ease of administration, this policy makes its requirements applicable to all employees to avoid confusion during implementation and to avoid complications when obtaining and maintaining federal funds. The CRTA, 410 ILCS 705/, legalized cannabis, but it remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. 21 U.S.C.A. §812 (exempting hemp as defined at 7 U.S.C.A. §1639o). 41 U.S.C. §§8101, 8102 and 8103. While not law, in June 2019, the U.S. House of Representatives, in a voice vote, voted in favor of an amendment to H.R. 3055, which was introduced by Reps. Earl Blumenauer (D-OR), Tom McClintock (R-CA), and Eleanor Holmes Norton (D-D.C.), prohibiting the U.S. Dept. of Justice (DOJ) from interfering with a state's decision to implement laws governing the legalization of cannabis (recreational and medicinal). This marked the first time that either branch of the U.S. Congress has voted to protect state recreational cannabis laws from federal enforcement actions. If the amendment becomes law, it would block the DOJ from using funds to intervene in state and territory cannabis legalization laws. This policy continues to prohibit employees from using cannabis as allowed by the CRTA. See f/n 9, below.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/) that applies to districts with 25 or more employees working under a state contract or a grant of \$5,000 or more.

² Replace this sentence with the district's drug- and alcohol- free policy goal(s), if any.

With the passage of the CRTA, 410 ILCS 705/, each board and superintendent may wish to engage in a risk-management conversation about the district's drug- and alcohol-free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. Risk-level-tolerance decisions will depend upon many factors, including, but not limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for reasonable suspicion training on identification of symptoms of impairment and/or being under the influence, (3) drug testing, and (4) the community's expectations. Answers to the following questions might structure this risk-management conversation:

1. Does the board want to implement a reasonable suspicion program (or any other type of *just cause* provisions in an applicable collective bargaining agreement) to identify employees suspected of being impaired and/or under the influence to enhance its ability to discipline?
2. Does the board want the superintendent to secure training for designated district employees to educate them to identify symptoms of impairment or being under the influence of the substances prohibited in this policy?
3. How does the board want to address employees in positions of leadership, e.g., the superintendent and/or building principal(s), who are perpetually on call due to the nature of their positions and responsibilities (see f/n 3, below)?
4. How will the district manage its duty to educate students about the dangers of drugs and alcohol against the reality that employees are allowed to use lawful products off duty and off the district's premises (820 ILCS 55/5(a))?
5. Will licensed educators be held to a higher standard than non-licensed employees due to their professional code of conduct expectations?
6. Will employees working directly with students be held to a higher standard than employees not working directly with students?

An employee is *on call* when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the District or another location previously designated by the District.³ All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call for the District: ⁴

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. ⁵
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred. ⁶
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33.⁷ The District considers employees impaired by

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³ 820 ILCS 55/5. Consult the board attorney regarding how the board wants to treat employees who may be considered *on call*, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

For boards that do not want to refer to employees on call, delete this sentence and the following phrase from the sentence that immediately follows it: ~~or being on-call~~.

⁴ To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee** (see sample administrative procedure 2:150-AP, *Superintendent Committees*).

⁵ These actions are prohibited by both federal (41 U.S.C.A. §§8101, 8102 and 8103) and State Workplace Acts. See f/n 13, below. These laws do not address *under the influence* but a board may add: “, or being impaired by or under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.” This option is limited to *illegal* substances to avoid prohibiting employees from using lawfully prescribed controlled substances. See f/n 13. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. This policy's third paragraph addresses prescribed medications other than cannabis.

⁶ Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. The Ill. Court of Appeals held that when the policy defines *under the influence* as any “mental, emotional, sensory or physical **impairment** due to the use of drugs or alcohol,” the school district must prove that the teacher showed signs of impairment even though she registered 0.056 blood-alcohol level on a Breathalyzer. *Kinsella v. Bd. of Ed. of the City of Chicago*, 27 N.E.3d 226 (Ill. App. Ct. 1st Dist. 2015).

⁷ “[R]egardless of when and/or where the use occurred” is intended to mean that an employer may reach an employee's conduct on- or off duty depending upon the facts of the disciplinary situation; however, the CRTA contains a specific requirement that law enforcement employers adopt a policy outlining penalties for discipline of law enforcement employees for their on or off-duty conduct involving consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances. *Id.* at 10-35(a)(8). See also f/ns 1, above, and 9, below. Consult the board attorney if the district employs a school resource officer(s) (SRO(s)) as opposed to contracting with a local law enforcement agency for SRO services.

or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms⁸ while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.⁹

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and

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410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a) includes disciplining employees – even those who are *registered qualifying patients* – for violating drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1)). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)).

⁸ Specific articulable symptoms listed in 410 ILCS 705/10-50(d) include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f).

⁹ 410 ILCS 705/10-35 and 10-50(a) allow reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. *Id.* at 10-50(d). See also f/n 7, above. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.**

See also the Ill. Vehicle Code 625 ILCS 5/11-501.2(b-5) number one: when an individual's tetrahydrocannabinol concentration (THC) is five nanograms or more in whole blood or 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), a presumption under Illinois law exists that the individual is under the influence of cannabis. Under 625 ILCS 5/11-501.2(b-5) number two: when an individual's THC is less than five nanograms in whole blood or less than 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), the individual may still be considered impaired.

In addition to a zero-tolerance policy, the CRTA also allows civil, criminal, or other penalties for:

1. Engaging in tasks under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct (410 ILCS 705/10-35(a)(1));
2. Possessing cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(2)(A)-(B) unless permitted under the MCPA);
3. Using cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(3)(A)-(B) unless permitted under the MCPA);
4. Using cannabis in a public place while impaired or under the influence of cannabis (*Id.* at 10-35(a)(3)(F));
5. Knowingly being impaired by or under the influences of cannabis in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the MCPA (*Id.* at 10-35(a)(3)(G));
6. Smoking [and/or *vaping* (see f/n 19, below for a definition of vaping)] in any place where smoking is prohibited under the Smoke Free Illinois Act (*Id.* at 10-35(a)(4));
7. Using cannabis as an on-duty law enforcement officer, corrections officer, probation officer, or firefighter (*Id.* at 10-35(a)(8)), or consuming, possessing, selling, purchasing, or delivering cannabis or a cannabis-infused substance(s) while on or off duty [only if a policy has been adopted] *Id.* at 10-35(a)(8); or
8. Using cannabis while being on duty as an individual holding a school bus permit or Commercial Driver's License (*Id.* at 10-35(a)(9)).

nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. ¹⁰

For purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises*¹¹ means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. “Vehicles used for school purposes” means school buses or other school vehicles.

As a condition of employment, each employee shall: ¹²

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee’s licensed health care provider, provided that an employee’s work performance is not impaired. ¹³

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¹⁰ 410 ILCS 705/10-50(d). For boards that will not communicate to employees what will happen when reasonable suspicion exists, delete the first sentence of this paragraph: ~~Upon the Superintendent or designee’s reasonable suspicion of an employee’s violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation.~~

410 ILCS 705/10-50(e)(1), protects the district from liability for actions described in the last sentence of this paragraph. Delete it if the board will not communicate this information to its employees.

¹¹ 410 ILCS 705/10-35 and 10-50(a) allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h) defines *workplace* as the employer’s premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee’s job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer’s written policy when it is consistent with this definition.

This policy’s definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from sample policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/22-110, renumbered by P.A. 104-391.

¹² Required by the State and federal Drug-Free Workplace Acts.

¹³ This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired or under the influence.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: ¹⁴

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted. ¹⁵
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. ¹⁶
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about: ¹⁷
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that Board policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. ¹⁸

E-Cigarette, Tobacco, and Cannabis Prohibition ¹⁹

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes,²⁰ tobacco, and cannabis

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¹⁴ Numbers one through five in this paragraph are required by the State and federal Drug-Free Workplace Acts. 30 ILCS 580/3.

¹⁵ As an alternative, replace the phrase “in a place where other information for employees is posted” with the district’s local method, e.g., staff intranet, Internet, etc.

¹⁶ 105 ILCS 5/22-81, added by P.A. 103-399 (a/k/a *Louie's Law*), required the Ill. State Board of Education (ISBE) and the Ill. Dept. of Human Services to develop and regularly update a comprehensive *Substance Use Prevention and Recovery Instruction Resource Guide* for public elementary and secondary schools across the state of Illinois. It is available at: www.isbe.net/Pages/Substance-Use-Prevention-and-Recovery-Instruction-Resource-Guide.aspx.

¹⁷ The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

¹⁸ Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-255, added by P.A. 104-391, and 5/27-115 renumbered by P.A. 104-391 (provided it can be funded by private grants or the federal government) require districts to educate students about the prevention and avoidance of drugs abuse, the dangers of opioid and substance abuse, and the dangers of fentanyl.

¹⁹ 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act, 410 ILCS 82/, and the CRTA, 410 ILCS 705/10-35(a)(4)(smoking anyplace where smoking is prohibited under the Smoke Free Illinois Act). Federal law prohibits smoking inside schools. 20 U.S.C. §6083(a).

The prohibition in sample policy 8:30, *Visitors to and Conduct on School Property*, referred to here, applies “on school property or at a school event.” Here, “at a school event” is clarified with the phrase “while ... performing work for the District” in order to align with this policy’s other prohibitions.

²⁰ While 720 ILCS 675/1, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district’s obligation to maintain a safe, smoke-free environment and is a logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act, 720 ILCS 675 (provides the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143.

products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device. ²¹

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination.²² In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. ²³

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State

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E-Cigarettes may resemble cigarettes but contain a battery-operated heating element that turns a liquid into an aerosol (or vapor) that sometimes includes nicotine, flavorings, and other chemicals. The act of inhaling and exhaling the aerosol is known as *vaping*. See <https://nida.nih.gov/publications/drugfacts/vaping-devices-electronic-cigarettes>. For ease of administration, this sample policy treats *vaping*, whether tobacco products or not, and smoking tobacco the same due to the outbreaks of lung disease associated with the use of e-cigarettes and vaping. Some e-cigarettes do not look like tobacco products; they are designed to resemble other objects, such as USB flash drives, to be more easily concealed. Like smoking tobacco, vaporization products may include nicotine, which is derived from and is the addictive drug in tobacco, and other potentially harmful chemicals. See *Tobacco/Nicotine and Vaping* at: <https://nida.nih.gov/research-topics/tobacconicotine-vaping>. Unlike smoking tobacco, vaping does not produce smoke, but rather the aerosol, often mistaken for water vapor and consisting of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer and respiratory and heart disease. For resources, see https://digitalmedia.hhs.gov/tobacco/educator_hub.

²¹ Optional. If a district does not want to include the statutory example that includes the term *vape pen*, which provides notice that vaping products are also prohibited through the term e-cigarette, replace ~~includes but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device~~ with “shall have the meaning provided in the Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9).”

²² An employee who currently uses *illegal* drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use. 42 U.S.C. §12114. Legal drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Ill. Human Rights Act (IHRA). 775 ILCS 5/1-101 et seq. and 56 Ill.Admin.Code §2500.20. The Rehabilitation Act, however, excludes from protection “an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment ... would constitute a direct threat to the property or the safety of others.” 28 C.F.R. §42.540(k)(1).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action. 42 U.S.C. §12114; 29 C.F.R. §1630.16(c). Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act. 42 U.S.C. §2000e et seq.; and 29 U.S.C. §701 et seq. Drug tests may also be a subject of collective bargaining. See paragraph one of f/n 1, above. Consult the board attorney before implementing a drug-testing program to enforce this policy.

²³ Required by both the federal and State Drug-Free Workplace Acts.

or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.²⁴

Disclaimer²⁵

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in Board policy 2:240, *Board Policy Development*.

- LEGAL REF.: 20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
42 U.S.C. §12114, Americans With Disabilities Act.
21 C.F.R. Parts 1100, 1140, and 1143.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20.
- CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

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²⁴ Id.

²⁵ Optional best practice text.

Professional Personnel

Leaves of Absence ¹

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave ²

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

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¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. It also provides policy coverage for those professional personnel who are not included in a bargaining unit or have employment contracts with conflicting provisions. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement(s)."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on *covered active duty*; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See sample policy 5:185, *Family and Medical Leave*.

Many State laws grant leaves to employees of the State and municipalities but are not applicable to school districts, including the Employee Blood and Organ Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), Civil Air Patrol Leave Act (820 ILCS 148/), and Paid Leave for All Workers Act (820 ILCS 192/). See sample policy 5:185, *Family and Medical Leave*, for a discussion of the Military Leave Act (820 ILCS 151/) and its applicability to school districts.

² The provisions in this section are required by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements.

Consult the board attorney about the Employee Sick Leave Act (ESLA). 820 ILCS 191/. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave due to illness, injury, medical appointment, or *personal care* of a *covered family member*. *Id.* at 191/10(a). *Personal care* means: (1) activities to ensure a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member unable to meet those needs himself or herself; and (2) being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. *Id.* at 191/5. The ESLA defines *covered family members* as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. *Id.* Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.³

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.⁴

Family Bereavement Leave⁵

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements,

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³ 105 ILCS 5/24-6 overturned the Illinois Supreme Court's decision in *Dynak v. Bd. of Educ. of Wood Dale Sch. Dist.* 7, 444 Ill.Dec. 651 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week. Consult the board attorney for guidance on this issue.

⁴ 105 ILCS 5/24-6.

⁵ Family Bereavement Leave Act, 820 ILCS 154/; 56 Ill.Admin.Code Part 252. These paragraphs discuss family bereavement leave. 820 ILCS 154/5 defines an *eligible employee* under the same terms as an employee under FMLA (29 U.S.C. §2601 et seq.). See f/n 1 above. The employer may require reasonable documentation as specified in 820 ILCS 154/10(d) but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. Note the term *Significant Event* does not appear in the statute; it is included in this sample policy as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4).

Domestic partner, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5.

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her *covered family member*, as defined by 820 ILCS 154/5. However, that 60-day limitation does not apply when more than one covered family member dies in a 12-month period. There may be times when an employer may want to grant more than 10 unpaid work days, e.g., when a deceased covered family member lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave ⁶

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss.⁷ An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Sabbatical Leave ⁸

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave ⁹

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

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⁶ 820 ILCS 156/, added by P.A. 103-466. Delete this subhead and the Legal Reference to 820 ILCS 156/, Child Extended Bereavement Leave Act, if the district has fewer than 50 full-time employees.

⁷ If the district employs at least 50 but fewer than 250 employees on a full-time basis, substitute the following sentence: "Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss." 820 ILCS 156/10, added by P.A. 103-466.

⁸ State law provides guidelines for sabbatical leaves but does not require boards to offer them. 105 ILCS 5/24-6.1.

⁹ State law does not address personal leave. It is not uncommon for professional staff to be granted more than one day of personal leave per year.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay ¹⁰

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge ¹¹

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave ¹²

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy. ¹³

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¹⁰ State law does not address leaves of absence without pay other than stating that a mutually agreed leave will not affect a teacher's contractual continued service. 105 ILCS 5/24-13.

¹¹ This paragraph restates 10 ILCS 5/13-2.5. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

Rather than duplicate the statute's requirements in separate policies, sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave to support personnel on the terms applicable to professional staff.

¹² The School Code does not address child-rearing. FMLA grants eligible employees a combined total of 12 weeks each year, with exceptions for teachers at the end of the school year, for, among other things, a child's: (1) birth and first-year care, and (2) adoption or foster placement (see sample policy 5:185, *Family and Medical Leave*). Districts not covered by the FMLA must treat a request for child-care leave to care for an adopted infant on terms comparable to those given biological mothers. *McWright v. Alexander*, 982 F.2d 222 (7th Cir. 1992).

¹³ Districts offering a child-rearing or maternity leave must be very careful not to violate anti-discrimination laws. Districts can prohibit pregnant teachers from combining paid disability leave with an unpaid maternity leave, provided that non-pregnant teachers are likewise prohibited from combining a paid disability leave with an unpaid general leave of absence. *Maganuco v. Leyden Comm. High Sch. Dist.* 212, 939 F.2d 440 (7th Cir. 1991); *U.S. v. Consol. High Sch. Dist.* 230, 983 F.2d 790 (7th Cir. 1993); *E.E.O.C. v. Elgin Teachers' Ass'n.*, 780 F.Supp. 1195 (N.D.Ill. 1991). A sick leave bank exclusion of maternity benefits violates Title VII. *U.S. v. Consol. High Sch. Dist.* 230, *supra*.

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date.¹⁴ The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.¹⁵

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military ¹⁶

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave ¹⁷

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense ¹⁸

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours.¹⁹ Professional staff members must first use all accrued vacation leave, personal

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¹⁴ The length of the notice - here 90 days - is *not* covered by State or federal law. If an employee fails to provide this notice, the employee still has the right to request a family and medical leave which has a much shorter notice requirement (see sample policy 5:185, *Family and Medical Leave*), and could be followed by a child-rearing leave.

¹⁵ For a high school, omit "the first day of school after winter recess" and insert "at the semester break." Alternatively, the board may want to be more flexible by stating:

Every effort shall be made to have the leave minimally interrupt instructional continuity by ending . . .

¹⁶ Required by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, streamlining several job-related protection laws into one statute, mandating leave for *active service*, and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 *et seq.*).

¹⁷ Required by 105 ILCS 5/24-13.

¹⁸ State law provides guidelines for Dept. of Defense leaves but does not require boards to offer them. 105 ILCS 5/24-13.1.

¹⁹ 820 ILCS 147/15.

leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.²⁰

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.²¹

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence²²

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period.²³ Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under,

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²⁰ *Id.* The school visitation leave entitlement applies to both professional and educational support personnel. Rather than duplicate its requirements in separate policies, sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave on the same terms applicable to professional staff.

²¹ 820 ILCS 147/. Parents of children with *serious health conditions* may also be eligible to use FMLA leave for individualized education program (IEP) meetings. See U.S. Dept. of Labor *Wage and Hour Division Opinion Letter*, FMLA 2019-2-A (8-8-19), available at: www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_08_08_2A_FMLA.pdf.

²² Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/ and 56 Ill.Admin.Code Part 280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5). *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5). *Sexual violence* is not specifically defined in VESSA. While the law applies to all school districts (820 ILCS 180/10(10)), the number of employees determines the number of total workweeks of leave available during any 12-month period (820 ILCS 180/20(a)(2)). The term *employee* includes part-time workers. The Ill. Dept. of Labor must furnish to all employers a notice summarizing the law's requirements (*Your Rights Under Illinois Employment Laws* at: <https://labor.illinois.gov/employers/posters.html>). All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

²³ If the district employs fewer than 50 employees, it may substitute the following sentence: "Accordingly, if the District employs at least 15 but not more than 49 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of eight work weeks of unpaid leave during any 12-month period." 820 ILCS 180/20(a)(2), amended by P.A. 103-314.

If the district employs at least one but not more than 14 employees, it may substitute the following sentence: "Accordingly, if the District employs at least one but not more than 14 employees, and subject to any exceptions in VESSA, an employee is entitled to a total four (4) work weeks of leave during any 12-month period." *Id.*

Under 820 ILCS 180/20(a)(4) an employee is not entitled to more than two work weeks (10 work days) if the leave is to attend a wake or funeral (or an alternative event), make end-of-life arrangements, or grieve due to the death of a family or household member killed in a crime of violence. In these circumstances, the leave must be completed within 60 days after the date on which the employee receives notice of the death. Employees may qualify for unpaid leave under both VESSA and the Family Bereavement Leave Act; leave taken under one act does not diminish the availability of leave under the other. *Id.*

or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).²⁴

Leaves to Serve as an Officer, Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations,²⁵ (2) up to 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3,²⁶ (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2,²⁷ and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.²⁸

COVID-19 Paid Administrative Leave²⁹

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Family Neonatal Intensive Care Leave³⁰

An unpaid leave from work is available to any staff member whose child³¹ is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled to a total of 20 days

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²⁴ VESSA states that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the FMLA. 820 ILCS 180/20(a)(2). Section 25 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic violence, sexual violence, or gender violence]," 820 ILCS 180/25. Contact the board attorney for advice about resolving this ambiguity.

²⁵ Required by 105 ILCS 5/24-13.

²⁶ Required by 105 ILCS 5/24-6.3(a). See sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for the leave for an elected trustee for the Ill. Municipal Retirement Fund.

²⁷ Required by 105 ILCS 5/24-6.2.

²⁸ 105 ILCS 5/24-3.5, added by P.A. 103-308. The statewide teacher association is required to reimburse a district for substitute teaching costs incurred due to the teacher's absence. *Id.*

²⁹ 105 ILCS 5/10-20.83. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c) apply will depend upon current health guidance and/or rules. The law prohibits districts from rescinding the paid leave if the definition of "fully vaccinated against COVID-19" is later updated by the CDC or IDPH to include recommended booster doses. *Id.*

Consult the board attorney for guidance about whether the board must accommodate an employee's religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee's sincere religious objection to an employer vaccination requirement unless doing so would be an "undue hardship" on the employer. 42 U.S.C. §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws.

³⁰ 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers.

³¹ *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

of unpaid leave while a child of the employee is a patient in a NICU.³² The District may require reasonable verification of the employee's child's length of stay in a NICU.³³

LEGAL REF.: 105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 157/, Family Neonatal Intensive Care Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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

³² A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. A district that employs 50 or fewer employees may substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU." 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26.

³³ An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification.

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves ¹

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave ²

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular

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¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. The definition of *covered servicemember* includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy." 29 U.S.C. §2611(15). Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See sample policy 5:185, *Family and Medical Leave*.

Many State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood and Organ Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), Civil Air Patrol Leave Act (820 ILCS 148/), and Paid Leave for All Workers Act (820 ILCS 192/). See sample policy 5:185, *Family and Medical Leave*, for a discussion of the Military Leave Act (820 ILCS 151/) and its applicability to school districts.

² This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee's 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act (ESLA) (820 ILCS 191/) allows employees to use employer-provided sick leave due to illness, injury, medical appointment, or *personal care* of a *covered family member*. See sample policy 5:250, *Leaves of Absence*, at f/n 2 for more information about the scope and application of the ESLA. Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and

workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.³

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a

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3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866, required districts to return any sick leave days used by educational support personnel for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the employee was "fully vaccinated against COVID-19" by 5-10-22. See sample policy 5:250, *Leaves of Absence*, at f/n 2, for more information.

³ As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8). See also IMRF General Memorandum #555 at:

www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555.

Option 1: No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

Option 2: A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence: Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Ill. Municipal Retirement Fund.

Option 3: A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

Note: If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References. If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal References.

condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification. ⁴

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. ⁵

Vacation ⁶

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Earned Per Month Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. ⁷

Holidays ⁸

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

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⁴ 105 ILCS 5/24-6.

⁵ 105 ILCS 5/24-6.

⁶ State law does not require districts to give employees vacations. This subhead should be customized based on local needs and conditions and in consultation with the board attorney. For example, some districts may wish to attract or retain employees by offering vacation during the first year of employment and/or by making vacation days available for use on the first day of employment, earned evenly throughout the year.

⁷ Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

⁸ Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A. 103-467. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see sample exhibit 2:20-E, *Waiver and Modification Request Resource Guide*. The General Assembly passed legislation adding General Election Day as a school holiday for 2020, 2022, and 2024. Language referring to a General Election holiday when required by law is maintained in this policy should this practice continue. Holidays not specified in the School or Election Codes may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

New Year's Day
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Juneteenth National Freedom Day
Independence Day

Labor Day
Columbus Day
Veterans Day
General Election Day, when required by law
Thanksgiving Day
Christmas Day

A holiday will not cause a deduction from an employee's time or compensation.⁹ The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave ¹⁰

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law. ¹¹

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

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A State-mandated school holiday on Good Friday is unconstitutional according to *Metzl v. Leininger*, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a spring holiday rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

⁹ 105 ILCS 5/24-2(a), amended by P.A. 103-395, states that "[n]o deduction shall be made from the time or compensation of a school employee, including an educational support personnel employee, on account of any legal or special holiday in which that employee would have otherwise been scheduled to work but for the legal or special holiday." This language has caused confusion and disputes in the field. Some unions have claimed this language means educational school personnel must be paid for holidays, in addition to the days worked in the regular work year. Consult the board attorney for guidance.

¹⁰ State law does not address personal leave. It is not uncommon for boards to grant educational support personnel the same number of personal leave days as are granted to professional staff.

¹¹ Required by 105 ILCS 5/24-6.3(b) and 40 ILCS 5/7-174.5. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See sample policy 5:250, *Leaves of Absence*.

1. Leave for Service in the Military. ¹²
2. Leave for Service in the General Assembly. ¹³
3. School Visitation Leave. ¹⁴
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence. ¹⁵
5. Family Bereavement Leave. ¹⁶
6. Child Extended Bereavement Leave. ¹⁷
7. Leave to serve as an election judge. ¹⁸
8. COVID-19 Paid Administrative Leave. ¹⁹
9. Family Neonatal Intensive Care Leave. ²⁰

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
 10 ILCS 5/13-2.5, Election Code.
 330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
 820 ILCS 147/, School Visitation Rights Act.
 820 ILCS 154/, Family Bereavement Leave Act.
 820 ILCS 156/, Child Extended Bereavement Leave Act.
 820 ILCS 157/, Family Neonatal Intensive Care Leave Act.
 820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

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¹² Military leave is governed by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, streamlining several job-related protection laws into one statute, mandating leave for *active service* and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 *et seq.*).

¹³ Granting General Assembly leave to ESPs is optional.

¹⁴ 820 ILCS 147/. See sample policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

¹⁵ Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A. 103-314) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns 22, 23 and 24 of sample policy 5:250, *Leaves of Absence*.

¹⁶ 820 ILCS 154/; 56 Ill.Admin.Code Part 252. Important information about this leave is discussed in f/n 5 of sample policy 5:250, *Leaves of Absence*.

¹⁷ 820 ILCS 156/, added by P.A. 103-466. Delete this item and the Legal Reference to 820 ILCS 156/, Child Extended Bereavement Leave Act, if the district has fewer than 50 full-time employees. See sample policy 5:250, *Leaves of Absence*, and its f/ns 6 and 7 for important information about this leave.

¹⁸ 10 ILCS 5/13-2.5.

¹⁹ 105 ILCS 5/10-20.83. See sample policy 5:250, *Leaves of Absence*, and its f/n 29 for important information about this leave.

²⁰ 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. See sample policy 5:250, *Leaves of Absence*, and its f/ns 30-33 for important information about this leave.

Instruction

School Wellness ¹

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.² This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).³

The Superintendent will ensure: ⁴

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¹ State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) (Pub. L. 108-265) requires school districts participating in a program authorized by the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. §1751 *et seq.*) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required the Ill. State Board of Education (ISBE) to "establish a State goal that all school districts have a wellness policy." 105 ILCS 5/2-3.139(a). ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx and www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

² 7 C.F.R. §210.31(a) and (c)(1). The law requires that local school wellness policies include specific goals for nutrition promotion and education, physical activity, and school-based activities. Federal law requires consideration of evidence-based strategies and techniques when implementing school-based activities. See ISBE's *Local Wellness Policy Fact Sheet* at: www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx.

For boards that need technical assistance, see:

1. The U.S. Dept. of Agriculture (USDA) at: www.fns.usda.gov/tn/local-school-wellness-policy; and
2. The Alliance for a Healthier Generation (AHG) at: www.healthiergeneration.org/.

³ Pub. L. 111-296, Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (local school wellness policy); 7 C.F.R. §§210.10 (meal requirements for lunches and requirements for after-school snacks) and 210.31(a) (local school wellness policy).

⁴ *Id.*; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also f/n 20, below.

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language *or designee*. **[School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts].** See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

For boards that wish to identify a school official other than the superintendent, delete **Superintendent** and replace it with the responsible school official's title.

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual⁵; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion ⁶

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*. ⁷

Goals for Physical Activity ⁸

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work

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The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

⁵ For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: www.ilprincipals.org/msh/.

⁶ Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 42 USC §1758b(b)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally developed nutritional education and promotion goals.

Nutrition promotion, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, à la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/team-nutrition.

Technical assistance for:

Nutritional promotion at: www.fns.usda.gov/tn/local-school-wellness-policy.

Goals development for and implementation of nutrition education and promotion are available from AHG at: www.healthiergeneration.org/.

⁷ 105 ILCS 5/27-215(a)(1), added by P.A. 104-391, and 23 Ill.Admin.Code §1.420(n).

⁸ This is a required topic, but the local board may determine what goals are appropriate. 105 ILCS 5/2-3.139(a)(2); 42 USC §1758b(b)(1); and 7 C.F.R. §210.31(a) and (c)(1).

cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.⁹

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.¹⁰
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).¹¹

Goals for Other School-Based Activities¹²

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

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⁹ 105 ILCS 5/27-705 and 27-710, amended and renumbered by P.A. 104-391; 23 Ill.Admin.Code §1.425. See also f/n 32 in sample policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade 8, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/team-nutrition.

¹⁰ *Id.* This policy's sample text is based upon federal and State goals while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week. Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60, *Curriculum Content*, for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b).

¹¹ Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: www.isbe.net/Pages/Standards-Courses.aspx. See State goals 19-24 for physical education and health at: www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf.

105 ILCS 5/27-720, renumbered by P.A. 104-391, describes physical fitness assessments required for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health*. See also 23 Ill.Admin.Code §1.425(f) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers* (Rev. Nov. 2025) at: www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf.

¹² This is a required topic, but the local board may determine what goals are appropriate. 42 USC §1758b(b)(1); 7 C.F.R. §210.31(c)(1). The third sample goal comes from ISBE's *Local Wellness Policy Template for Schools*, which was formerly available on ISBE's website.

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited ¹³

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules). ¹⁴

In addition, in order to promote student health and reduce childhood obesity,¹⁵ the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards. ¹⁶

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives. ¹⁷

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

¹³ The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §§210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R. § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

¹⁴ 7 C.F.R. §§210.10 (meal requirements for lunches and requirements for afterschool snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

¹⁵ 7 C.F.R. §210.31(c)(3)(iv).

¹⁶ 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see sample administrative procedure 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

¹⁷ 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for *foods provided in schools during the school day but not available for sale* conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, "[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards." Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf. Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this **Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited** subhead: ~~*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

Option 1: The District applies competitive foods standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

Exempted Fundraising Day (EFD) Requests ¹⁸

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals ¹⁹

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. ²⁰

Unused Food Sharing Plan ²¹

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. ²²
2. Implement the Plan throughout the District.

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

Option 2: The District applies more stringent standards than the competitive foods standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

¹⁸ Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4) and (c)(2) and 210.31(c)(3) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see sample administrative procedure 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

¹⁹ Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

²⁰ Child Nutrition Act of 1966 (42 U.S.C. §1771 *et seq.*) and NSLA (42 U.S.C. §1758).

²¹ 105 ILCS 5/2-3.189.

²² *Needy students* is not defined by 105 ILCS 5/2-3.189.

3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.²³
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring²⁴

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report).²⁵ This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment²⁶

The Board will monitor and adjust the policy pursuant to Board policy 2:240, *Board Policy Development*.

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

²³ Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.189.

Delete number 3 *only if* the district participates in none of the programs listed.

Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist.

²⁴ The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 5/27-235(a), renumbered by P.A. 104-391, requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx.

⁴² U.S.C. §1758b(b)(5)(A) (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education or Intermediate Service Center regarding their school districts' efforts to comply with this requirement. Guidance to help school districts conduct a triennial evaluation of local wellness policies is available at: <https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

²⁵ 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

²⁶ *Id.* and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in f/n 29, below, and the Local Records Act.

Community Involvement ²⁷

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to Board policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in Board policy 8:10, *Connection with the Community*. ²⁸

Recordkeeping ²⁹

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

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

²⁷ A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5); 42 U.S.C. §1758b(b)(3) (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy), and 7 C.F.R. §210.31(d)(1) (requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [e]ach [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with sample policies 2:140, *Communications To and From the Board*, and 2:240, *Board Policy Development*.

Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." **However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate"** See also the citation to the Federal Register, in the second paragraph of this f/n, above, discussing policy implementation discretion.

The default text of this policy does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in sample administrative procedure 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See f/n 3 in sample policy 2:150, *Committees*, for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

" , Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: " , and community."

²⁸ If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*."

A board may also choose to post this policy on its website and include it in the student handbook.

²⁹ 7 C.F.R. §210.31(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

See f/n 26, above regarding the Local Records Act and sample administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
42 U.S.C. §1751 et seq., Richard B. Russell National School Lunch Act.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
42 U.S.C. §1779; 7 C.F.R. §§210.11 and 210.31.
50 ILCS 205/, Local Records Act.
105 ILCS 5/2-3.139 and 5/2-3.189.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

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

While 7 C.F.R. §210.31(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

Instruction

Student Social and Emotional Development ¹

Social and Emotional Learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. ²

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards.³ The Ill. Learning Standards include three goals for students: ⁴

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to: ⁵

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and District-wide and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students. ⁶

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

¹ State law requires this subject matter be covered by policy. 405 ILCS 49/15(b).

² This text paraphrases the definition in the Ill. Children's Mental Health Partnership's 2005 Strategic Plan for Building a Comprehensive Children's Mental Health System in Illinois, pg. 73, Appendix C, starting at pg. 69. The Children's Mental Health Partnership's annual reports are available at: <https://dph.illinois.gov/topics-services/life-stages-populations/maternal-child-family-health-services/child-health/icmhp.html>.

³ Required by the Children's Mental Health Act, 405 ILCS 49/1 et seq. ISBE incorporated social and emotional development standards into the Ill. Learning Standards. For more information see: www.isbe.net/sel. School social workers may implement a continuum of social and emotional education programs and services in accordance with students' needs. 405 ILCS 49/15(b).

⁴ The goals, along with their benchmarks, performance descriptors and indicators are available at the link in f/n 3, above.

⁵ The objectives are a matter of local school board discretion. A board may replace the sample objectives with its own local objectives. This sample policy lists the ISBE's SEL goals found on ISBE's website, cited in f/n 3, above.

⁶ 20 ILCS 1705/76 requires the Ill. Dept. of Human Services (IDHS) to create and maintain an online mental health database and resource page on its website with mental health resources to: (1) assist school social workers, school counselors, parents, teachers, and school support personnel with the goal of connecting them with mental health resources related to bullying and school shootings; and (2) encourage information sharing among educational administrators, school security personnel, and school resource officers. See the IDHS *School Based Mental Health Database* at: www.dhs.state.il.us/page.aspx?item=118331.

20 ILCS 1705/76.2, added by P.A. 103-222, requires IDHS to partner with ISBE to provide technical assistance for the provision of mental health care for students during school days.

2. Ongoing staff professional development and support to promote students' SEL development.⁷
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.⁸
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.⁹
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions¹⁰ that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.¹¹

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

105 ILCS 5/27-1080, added by P.A. 103-764 and renumbered by P.A. 104-391, allows districts to provide students with at least 20 minutes per week of *relaxation activities* to enhance students' mental and physical health as part of the school day. *Relaxation activities* may include mindful-based movements, yoga, stretching, meditation, breathing exercises, guided relaxation techniques, quiet time, walking, in-person conversation, and other stress-relieving activities. *Relaxation activities* may take place during a P.E. class, social emotional learning class, or student-support or advisory class or as a part of another similar class.

⁷ See SEL resources to support instruction of the Ill. Learning Standards at: <https://ilclassroomtech.weebly.com/social-emotional-learning.html>. See professional development resources at: <https://casel.org/state-resource-center/professional-development/#state-resource-center-professional-development>.

⁸ The Ill. Children's Mental Health Partnership provides resources for youth, caregivers, and professionals. See f/n 2, above.

²⁰ ILCS 1705/11.4, added by P.A. 103-546, requires IDHS to create and maintain an online care portal to serve as a central resource for families with children who have significant and complex behavioral health needs. See the care portal, Behavioral Health Care and Ongoing Navigation (BEACON), at: <https://beacon.illinois.gov/>. IDHS, in coordination with various state agencies, is to develop training and communication for school districts, hospital social workers, and system partners to demonstrate how individuals can assist a family seeking youth behavioral health services.

⁹ Information about Early Childhood Mental Health Consultation is available at: www.iecmhc.org/.

¹⁰ 305 ILCS 5/5-5.23(g) created the *Family Support Program* (FSP) in the Ill. Dept. of Healthcare and Family Services. FSP is a restructure of the former Individual Care Grant program. Its purpose is to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance. Eligibility criterion for FSPs are established at 89 Ill. Adm. Code Part 139.

¹¹ For information on this objective, see ISBE's Comprehensive System of Learning Supports at: www.isbe.net/Pages/Learning-Supports.aspx. Information about school climate is available from ISBE at: www.isbe.net/Pages/School-Climate.aspx.

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

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Instruction

Using Animals in the Educational Program¹

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.²

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.³

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place.⁴ No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.⁵

LEGAL REF.: 105 ILCS 5/2-3.122 and 5/27-265.
105 ILCS 5/112, Dissection Alternatives Act.

CROSS REF.: 6:40 (Curriculum Development)

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

¹ State or federal law controls this policy's content.

² This paragraph is optional and is not controlled by State or federal statute or rule.

³ This sentence's first clause is required by 105 ILCS 5/27-265, renumbered by P.A. 104-391; the clause after the semi-colon is a reasonable interpretation that will allow the use of mouse-mazes.

⁴ 105 ILCS 112/25 prohibits schools from penalizing a student who refuses to perform, participate in, or observe dissection.

⁵ ISBE's guidelines for helping schools give notice to students, parents, teachers, and administrators are available at: www.isbe.net/Documents/alternatives_dissection_2000.pdf#search=dissection. State law does not require that objecting students receive an alternative project. Instead, it says that the student may be given an alternative project that provides the student, through means other than dissection, with knowledge similar to that expected to be gained during the dissection project.

Instruction

Migrant Students ¹

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State, and federal educational programs,² including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant students with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.³
4. Provide, to the extent feasible:⁴
 - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
 - b. Professional development programs, including mentoring, for District staff,
 - c. Family literacy programs,
 - d. The integration of information technology into educational and related programs, and
 - e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.⁵

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

¹ Federal law controls this policy's content. The first sentence of this policy allows a school board to consider the goals for its migrant education program and to amend the sample policy accordingly. The *Migrant Education Program* is a federally funded program authorized under Title I, Part C, of the Elementary and Secondary Education Act (ESEA). 20 U.S.C. §6391 *et seq.*; 34 C.F.R. §200.81 *et seq.* This policy may be deleted if the district does not receive Title I funds under the ESEA.

To qualify for the program, a migrant child must: (1) be younger than the age of 22, (2) have not earned a high school diploma or an equivalent degree, (3) have moved on his/her own as a migratory worker or with/to join/to precede a parent, spouse or guardian who is a migratory worker; and (4) have moved within the preceding 36 months due to economic necessity, from one school district to another, and from one residence to another. 20 U.S.C. §6399; see also www.isbe.net/Pages/Migrant-Education-Program.aspx. Although most of the requirements are directed to State agencies, local school districts that receive State money for these programs will be held to many of the same requirements by the State. For additional information, see ISBE's collection of material about the Migrant Education Program in Illinois at www.isbe.net/Pages/Migrant-Education-Program.aspx.

105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, requires that schools in the State, "[p]rotect the integrity of school learning environments for all children, so that no parent is discouraged from sending and no child is discouraged from attending school, including from the threat of immigration enforcement or other law enforcement activity on a school campus." Consult the board attorney for guidance on the intersection of federal and State law related to migrant students. See also sample policy 7:150, *Agency and Law Enforcement Requests*.

² 20 U.S.C. §§ 6394(b)(1)(A), 6396(a)(1)(E).

³ 20 U.S.C. §§ 6391(3), 6394(b)(2), 6396(a)(1)(C).

⁴ 20 U.S.C. §6394(c)(7).

⁵ For an elementary school district that wants to delete subsection e, amend 4(c)-4(e) as follows:

- c. Family literacy programs, and

- f. Programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language. ⁶

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq., Education of Migratory Children.
34 C.F.R. §200.81 et seq.

CROSS REF.: 6:170 (Title I Programs), 7:150 (Agency and Law Enforcement Requests)

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

d. The integration of information technology into educational and related programs, ~~and~~

e. ~~Programs to facilitate the transition of secondary school students to postsecondary education or employment.~~

⁶ 20 U.S.C. §6394(c)(3).

Instruction

Title I Programs ¹

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. ²

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level plans.

District-Level Parent and Family Engagement Plan ³

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Plan (District Plan) according to Title I requirements. This District Plan shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the District Plan is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

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

¹ State or federal law controls this policy's content. **This policy is mandatory for any district that receives or plans to receive Title I funds.** Title I is part of the Elementary and Secondary Education Act (ESEA). 20 U.S.C. §6301 *et seq.* It was amended by the Every Student Succeeds Act. Pub. L. 114-95. To comply with ESEA, a board must also incorporate by reference the district's exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. These exhibits contain all legally required components and are compatible with sample templates contained in the U.S. Dept. of Education's non-regulatory guidance titled *Parent and Family Engagement* (2025), at: www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf.

Note: On December 15, 2015, the Every Student Succeeds Act (ESSA) amended multiple laws, including ESEA. If a source cites to ESEA through ESSA (as *Parent and Family Engagement* does), it uses ESSA's phrasing and states "Section 1116 of the ESEA." In contrast, materials that cite directly to ESEA, as **PRESS** does, cite to 20 U.S.C. §6318. These citations both reference the same law.

² This paragraph, or similar language, is mandatory for each district receiving Title I funds. 20 U.S.C. §6321(c)(2)(A)(iii).

³ 20 U.S.C. §6318(a)(2) requires each district receiving Title I funds to "develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy." This requirement is accomplished in this sample policy by mandating the superintendent or designee to develop a District-Level Parent and Family Engagement Plan, according to Title I requirements. A sample District-Level Parent and Family Engagement Plan is contained in 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*. A sample process for developing a parent and family engagement compact is contained in 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs*.

School-Level Parent and Family Engagement Plan⁴

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Plan (School Plan) according to Title I requirements. This School Plan shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference:	6:170-AP1, E1 (District-Level Parent and Family Engagement Plan) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Plan)
LEGAL REF.:	20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.
CROSS REF.:	2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

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

⁴ 20 U.S.C. §6318(b)(1) requires each school served under Title I to “jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f).” This requirement is accomplished in this sample policy by mandating the building principal or designee to develop a School-Level Parent and Family Engagement Plan, according to Title I requirements. A sample School-Level Parent and Family Engagement Plan is contained in 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. A sample process for developing a parental involvement compact is contained in 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs*.

Instruction

Extended Instructional Programs ¹

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of two and six years. ²
2. Before-and after-school programs for students in grades K-6. ³
3. Child care and training center for pre-school children and for students whose parents work. ⁴
4. Model day care services program in cooperation with the Ill. State Board of Education. ⁵
5. Tutorial program. ⁶
6. Adult education program. ⁷
7. Outdoor education program. ⁸
8. Summer school, whether for credit or not. ⁹
9. Independent study, whether for credit or not. ¹⁰
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent. ¹¹

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

¹ State or federal law controls this policy's content. However, all programs listed in this policy are optional. The district may charge a fee for programs numbered 1-4, 6, 8, 9, and 14. Delete the sentences that the board does not offer.

² 105 ILCS 5/10-23.2.

³ 105 ILCS 5/10-22.18b. A school district may offer a course on hunting safety as part of its curriculum during the school day or as part of an *after-school program*. 105 ILCS 5/27-1060, renumbered by P.A. 104-391. Unlike the before-and-after-school programs authorized by 105 ILCS 5/10-22.18b, no grade levels are specified for the hunting safety course or the after-school program in which it may be offered. Id.

⁴ 105 ILCS 5/10-22.18a.

⁵ 105 ILCS 5/10-22.18c. Student parents cannot be charged a fee for such day care services, however school personnel who use the services may be charged a fee. Id.

⁶ 105 ILCS 5/10-22.20c.

⁷ 105 ILCS 5/10-22.20. A school board may appoint a director of adult education. 105 ILCS 5/10-22.20b.

⁸ 105 ILCS 5/10-22.29.

⁹ 105 ILCS 5/10-22.33A and 5/10-22.33B. Each course offered for high school graduation must provide at least 60 hours of classroom instruction for the equivalent of one semester of high school course credit. 105 ILCS 5/27-905. 105 ILCS 5/10-22.33B authorizes districts to conduct a *high-quality* summer school program. Students at risk in language arts or mathematics may be required to attend such programs. 105 ILCS 5/10-22.33A permits districts "to fix and collect a charge for attendance at such courses in an amount not to exceed the per capita cost of the operation" or to waive such charges if the family of a pupil is indigent or if the pupil is required to attend such courses.

¹⁰ Independent study allows students to expand their knowledge in curricular areas not offered as part of the district's basic program.

¹¹ 105 ILCS 5/27-255, added by P.A. 104-391. Such services and instruction may be offered as part of existing curricula during the school day or as part of an after-school program. Id.

11. Anti-bias education and activities to address intergroup conflict resolution. ¹²
12. Volunteer service credit program. ¹³
13. Vocational academy. ¹⁴
14. Advanced vocational training and/or career education program. ¹⁵

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-255, 5/27-905, 5/27-1035, and 5/27-1050.
105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

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¹² 105 ILCS 5/27-1050, renumbered by P.A. 104-391. The statutory objectives of such a program are to “improve intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.” A board that adopts a policy to incorporate activities to address anti-bias education and intergroup conflict resolution shall make certain information available to the public and include it on the district’s website, if any, and make it available in the district’s offices upon request. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: <https://ilprincipals.org/msh/>.

See also f/n 23 in sample policy 6:60, *Curriculum Content*, and ensure that these policies align. Consult the board attorney if the district wishes to offer intergroup conflict resolution separately from anti-bias education; it is unclear whether these topics may be offered separately because the law lists them together.

¹³ 105 ILCS 5/27-1035. For secondary school students only. *Id.*

¹⁴ Vocational Academies Act. 105 ILCS 433/. The Act’s purpose is to “integrate workplace competencies and career and technical education with core academic subjects.” School districts are permitted to partner with community colleges, local employers, and community-based organizations to establish a vocational academy that functions as a 2-year school within a school for grades 10 through 12. Grant funds may be available from ISBE at: www.isbe.net/Pages/Grants.aspx.

¹⁵ 105 ILCS 5/10-22.20a, permits districts to enter joint agreements with community college districts and other school districts to provide career education or advanced vocational training to students in grade 11 and higher to prepare for a trade. The duration of such program may not exceed two years for any district pupil. Participating community colleges may bill participating districts, but payments may not exceed actual operating costs. Participating high schools may use State aid monies to pay the charges. *Id.*

Students

Harassment of Students Prohibited¹

No person, including a District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity²; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened

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¹ State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.71 requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85. Each district must also have a policy on bullying. 105 ILCS 5/22-110, amended by P.A. 103-47 and renumbered by P.A. 104-391; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications aligns with the list in sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/22-110(a), amended by P.A. 103-47 and renumbered by P.A. 104-391; 775 ILCS 5/1-103; 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute. *Id.*

The Ill. Human Rights Act (IHRA) and an Ill. State Board of Education (ISBE) rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(A)(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined 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(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. Additionally, *race* is defined to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5). 775 ILCS 5/1-102(A) added *order of protection status* to its list of protected categories. IHRA's jurisdiction regarding schools as a public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2. It is also a violation of IHRA if a district is aware of an employee or agent's harassment towards a student but fails to take appropriate action to stop the harassment. 775 ILCS 5/5A-101 and 102, amended by P.A. 103-472.

² See f/n 4 in sample policy 7:10, *Equal Educational Opportunities*, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to ISBE that are discussed in its publication *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents.

For boards that want to incorporate ISBE's sample policy recommendation, insert the following in place of "gender identity;": gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);

If the board inserts this option, it must also insert the options in f/ns 4 and 9 of policy 7:10, *Equal Educational Opportunities*, but note the protected statuses list in this policy is different and should not be copied from here into 7:10, *Equal Educational Opportunities*.

or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.³

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.⁴ See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.⁵

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination

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³ This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidents when hate speech interfered with the educational environment. West v. Derby Unified Sch. Dist., 206 F.3d 1358 (10th Cir. 2000).

⁴ Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) prohibits sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets 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; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) *sexual assault, dating violence, domestic violence, or stalking* as defined in federal law. 34 C.F.R. §106.30. See sample policy 2:265, *Title IX Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Glossary of Terms*. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment. See sample procedures 2:265-API, *Title IX Response*, and 2:265-AP2, *Formal Title IX Complaint Grievance Process*.

IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-101(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102, amended by P.A. 103-472.

⁵ Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. ^{6 7}

Nondiscrimination Coordinator:

Title IX Coordinator:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

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

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⁶ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/22-110, amended by P.A. 103-47 and renumbered by P.A. 104-391; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

⁷ Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. 34 C.F.R. §106.8(a). For further discussion of the Title IX Coordinator, see f/n 17 in sample policy 2:265, *Title IX Grievance Procedure*. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator.

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.⁸
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

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

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

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

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

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⁸ In addition to notifying students of Board policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator. 34 C.F.R. §106.8(a). 105 ILCS 5/10-20.69 requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board. The Ill. Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

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 in⁹ 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

Enforcement

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

Retaliation Prohibited

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

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

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

⁹ Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. For further discussion see f/ns 14-16 in sample policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:	20 U.S.C. §1681 <u>et seq.</u>, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106. 29 U.S.C. §791 <u>et seq.</u>, Rehabilitation Act of 1973; 34 C.F.R. Part 104. 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100. 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1. 775 ILCS 5/1-101 <u>et seq.</u>, Illinois Human Rights Act. 23 Ill.Admin.Code §1.240 and Part 200. <u>Davis v. Monroe County Bd. of Educ.</u>, 526 U.S. 629 (1999). <u>Franklin v. Gwinnett Co. Public Schs.</u>, 503 U.S. 60 (1992). <u>Gebser v. Lago Vista Independent Sch. Dist.</u>, 524 U.S. 274 (1998). <u>West v. Derby Unified Sch. Dist. No. 260</u>, 206 F.3d 1358 (10th Cir. 2000).
CROSS REF.:	2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Students

School Admissions and Student Transfers To and From Non-District Schools ¹

Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.² A child entering first grade must be six years of age on or before September 1 of that school term.³ Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates.⁴ A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31.⁵ A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.⁶ Early

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

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

³ Optional sentence.

⁴ 105 ILCS 5/10-20.12.

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

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

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

entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.^{7 8}

Admission Procedure

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

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.⁹ When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent¹⁰ record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.¹¹

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

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

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

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

⁹ Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue that may not be used for denying enrollment. See Guidance Documents subhead in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa, or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements, *Plyler v. Doe* (457 U.S. 202 (1982)), and 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288, many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n 11 below). See also f/n 6 in sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*, for discussion of place of birth as directory information.

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

¹¹ Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See *Plyler v. Doe* and 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288. See also f/n 18 below.

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

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

Homeless Children

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

Foster Care Students

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

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

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

¹² Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/22-105, renumbered by P.A. 104-391, and 23 Ill.Admin.Code §1.530(a). A tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health as having a high incidence of tuberculosis. 105 ILCS 5/22-105(1), renumbered by P.A. 104-391.

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

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

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

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

Student Transfers To and From Non-District Schools¹⁷

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

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

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

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

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

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

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

Foreign Students [High School or Unit Districts only] ¹⁸

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

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

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

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Dept. of State (DOS), Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition-free. Their *visitor* visa is evidence of nonresident status. Call the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa, i.e., A, E, H, I, L, etc., other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. *Plyler v. Doe* and 105 ILCS 5/22-105 (final citation pending), added by P.A. 104-288. A school cannot deny admission based upon immigration status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission. See sample policy 7:150, *Agency and Law Enforcement Requests*, and sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

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

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

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

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

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

Re-enrollment²¹ [*High School or Unit Districts only*]

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

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

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

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

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

- LEGAL REF.: 8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 226, Special Education.
23 Ill.Admin.Code Part 375, Student Records.
- CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:150 (Agency and Law Enforcement Requests), 7:340 (Student Records)

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students¹

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;²
2. Entering the sixth and ninth grades;³ and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).⁴

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.⁵

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.⁶
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.⁷
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.⁸ A student will not be excluded from

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¹ State or federal law controls this policy's content. The policy restates 105 ILCS 5/22-105, renumbered by P.A. 104-391. Immunization requirements are found in 77 Ill.Admin.Code §665.240. A tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health (IDPH) as having a high incidence of tuberculosis. See also *Questions & Answers Regarding School Health Requirements*, revised May 2013, and available at: www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq_2013.pdf.

² 105 ILCS 5/22-105(1), renumbered by P.A. 104-391; 77 Ill.Admin.Code §§665.140 and 665.240 *et seq.*

³ *Id.*

⁴ *Id.* If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of five, 11, and 15. 77 Ill.Admin.Code §665.140(b).

⁵ 410 ILCS 315/1.10; 77 Ill.Admin.Code §665.240(l). For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, students must show proof that they have received one dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required). Students eligible to remain in public school beyond grade 12 (special education) shall meet the requirements for 12th grade.

⁶ 105 ILCS 5/22-105(2), renumbered by P.A. 104-391; 77 Ill.Admin.Code §665.130.

⁷ 105 ILCS 5/22-105(2), renumbered by P.A. 104-391; 77 Ill.Admin.Code §665.700.

⁸ 105 ILCS 5/22-105(2), renumbered by P.A. 104-391; 77 Ill.Admin.Code Part 664. The health care provider must only record whether or not the social and emotional screening was completed.

school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.⁹

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.¹⁰
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.¹¹
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.¹²

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.¹³ New students who register after October 15 of the current school

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⁹ 105 ILCS 5/22-105(2.5), renumbered by P.A. 104-391; 77 Ill.Admin.Code §664.140. Item #3 may be supplemented with any of the following options:

Option 1: If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented by October 15 of the current school year, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

Option 2: Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Option 3: (The use of both Option 1 and 2.)

- a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented by October 15 of the current school year, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
- b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Note: Even if the district does not offer the above optional services, consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers Child Find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

¹⁰ Required by 410 ILCS 45/7.1. Physicians are required to screen children over 7 years of age for lead poisoning when, in the physician's judgment, a child is at risk. 410 ILCS 45/6.2.

¹¹ This sentence restates the requirement in the Communicable Disease Prevention Act regarding HPV-related cancer prevention. 410 ILCS 315/2e.

¹² 105 ILCS 5/22-105(8.5), amended by P.A. 103-985 and renumbered by P.A. 104-391.

¹³ 105 ILCS 5/22-105(5), renumbered by P.A. 104-391, requires compliance by October 15 unless a district establishes an earlier date with 60 days' notice. If an earlier date is established, replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for non-compliance with this policy, the student's parents/guardians shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/22-105(5), renumbered by P.A. 104-391. 105 ILCS 5/22-105(2.5), renumbered by P.A. 104-391, exempts developmental or social and emotional screenings from the exclusion from school requirement.

year shall have 30 days following registration to comply with the health examination and immunization regulations.¹⁴ If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.¹⁵ The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations.¹⁶ If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.¹⁷

Eye Examination ¹⁸

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. ¹⁹

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

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Note: 77 Ill.Admin.Code §665.240(n) states “It is not the intent of this Part that any child whose parents comply with the intent of this Part, the Act or the School Code should be excluded from a child care facility or school. A child or student shall be considered in compliance with the law if there is evidence of the intent to comply. Evidence may be: 1) a signed statement from a health care provider that he or she has begun, or will begin, the necessary immunization procedures; or 2) the parent’s or legal guardian’s written consent for the child’s participation in a school or other community immunization program.” Consult with the board attorney about the impact this regulation may have on the district’s ability to and procedures for excluding students for non-compliance with this policy.

¹⁴ This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted. 105 ILCS 5/22-105(5), renumbered by P.A. 104-391. Consult the board attorney about establishing timeframes other than 30 days.

¹⁵ This sentence and the following sentence restate 105 ILCS 5/22-105(5), renumbered by P.A. 104-391.

¹⁶ Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents’ need to continually revisit the law and extend its effective dates.

¹⁷ 105 ILCS 5/22-105, renumbered by P.A. 104-391.

¹⁸ Required by 105 ILCS 5/22-105(1.10) and 5/22-105(2), both renumbered by P.A. 104-391. The IDPH’s rules are published at 77 Ill.Admin.Code §665.610 et seq. §§665.150 and 665.630 prescribe the statewide eye examination report form, available at: www.idph.state.il.us/HealthWellness/EyeExamReport.pdf or 77 Ill.Admin.Code §665, Appendix A.

¹⁹ While 105 ILCS 5/22-105, renumbered by P.A. 104-391, requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parents/guardians to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child’s parent/guardian a written notification stating (105 ILCS 5/22-105(2), renumbered by P.A. 104-391):

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.
Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination ²⁰

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions ²¹

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected. ²²
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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²⁰ Required by 105 ILCS 5/22-105(1.5), renumbered by P.A. 104-391. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §§665.150 and 665.430 prescribe the statewide dental examination report form, available at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/forms/topics-services/prevention-wellness/oral-health/proof-school-dental-exam-042025.pdf> or 77 Ill.Admin.Code §665, Appendix D.

²¹ Id.; 105 ILCS 5/22-105(1.10) and 5/22-105(8), both renumbered by P.A. 104-391.

²² Id.; 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on IDPH's website at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/religious-exemption-form-081815-040816.pdf>. To direct parents/guardians to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see sample exhibit 7:280-E2, *Reporting and Exclusion Requirements for Common Communicable Diseases*. The IDPH maintains communicable disease guidance for school nurses, which includes a chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: <https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html>.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.²³ Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

- LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/22-105.
105 ILCS 45/1-20, Education for Homeless Children Act.
410 ILCS 45/7.1, Lead Poisoning Prevention Act.
410 ILCS 315/2e, Communicable Disease Prevention Act.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 664, Socio-Emotional and Developmental Screening.
77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.
77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.
- CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

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

²³ Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11432(g)(3)(C)(i).

Students

Teen Dating Violence Prohibited¹

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.² For purposes of this policy, *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.³

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:⁴

1. Fully implements and enforces each of the following Board policies:⁵
 - 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 Grievance Procedure*. This policy prohibits a District employee, agent, or student 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.

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

¹ All school boards must have a policy on teen dating violence. 105 ILCS 5/27-240, renumbered by P.A. 104-391. This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education, which apply to districts with students enrolled in grades 7 through 12, are listed in sample administrative procedure 6:60-API, *Comprehensive Health Education Program*.

² 105 ILCS 5/27-240(b)(1), renumbered by P.A. 104-391. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 5/27-240(a), renumbered by P.A. 104-391. For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 5/27-240(b)(3), renumbered by P.A. 104-391.

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-API, *Prevention, Identification, Investigation, and Response to Bullying*. This means that 7:180-API should be considered to be part of this policy.

- c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
- d. 7:180, *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: ⁶
 - 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. ⁷
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in Board policy 7:20, *Harassment of Students Prohibited*. ⁸
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*. ⁹
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁰
5. Notifies students and parents/guardians of this policy. ¹¹

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

⁶ 105 ILCS 5/27-240(b)(4), renumbered by P.A. 104-391, requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at f/ns 5 and 6. Sexual violence is one listed component of teen dating violence. 105 ILCS 5/27-240(a), renumbered by P.A. 104-391. Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. 105 ILCS 5/22-110, renumbered by P.A. 104-391. Thus, identifying *any school staff member* is consistent with sample administrative procedure 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in sample exhibit 7:180-AP1, E2, *Be a Hero by Reporting Bullying*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 5/27-240(b)(2), renumbered by P.A. 104-391. The curriculum-specific components for teen dating violence education are listed in 6:60-AP1, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development Program*, add the phrase "and Board policy 5:100, *Staff Development Program*."

¹¹ Required by 105 ILCS 5/27-240(b)(5), renumbered by P.A. 104-391. Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending exhibit 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

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

LEGAL REF.: 105 ILCS 5/27-240.

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

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

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

Students

Bus Conduct¹

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.²

Academic Credit for Missed Classes During School Bus Suspension³

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

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

¹ All districts must have a policy on student discipline. 105 ILCS 5/10-20.14, amended by P.A.s 104-391 and 104-430; 23 Ill.Admin.Code §1.280. Ill. State Board of Education (ISBE) *School Bus Safety Guidance* is available at: www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf. State law requires the parent-teacher advisory committee, in cooperation with school bus personnel, to develop with the board, school bus safety procedures. 105 ILCS 5/10-20.14(c). See sample administrative procedure 4:110-AP3, *School Bus Safety Rules*.

² Attorneys disagree whether 105 ILCS 5/10-22.6(b) applies to school bus suspensions; this sentence applies the law to school bus suspensions. Sample policy 7:200, *Suspension Procedures*, satisfies the procedural requirements in 105 ILCS 5/10-22.6(b). Delete this sentence only at the direction of the board attorney.

³ The first sentence of this subhead is required by 105 ILCS 5/10-22.6(b-30).

Electronic Recordings on School Buses ⁴

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14 and 5/10-22.6.
105 ILCS 10/, Ill. School Student Records Act.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADMIN. PROC.: 4:110-AP3 (School Bus Safety Rules)

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

⁴ This section is optional; it contains the statutory prerequisites for districts that want to use electronic audio and visual recording devices on school buses. 720 ILCS 5/14-3(m). These required prerequisites reside in an exception to the criminal eavesdropping statute. The criminal eavesdropping statute prohibits recording a conversation in which someone has a reasonable expectation of privacy without the consent of all parties but allows citizens to record public conversations without obtaining consent. While the criminal eavesdropping statute was legislatively corrected as of 12-30-2014, 720 ILCS 5/14-3(m) remains the same. Districts should consult with their board attorney regarding the requirements of the statute.

In addition, consult with the board attorney concerning the status of video and/or audio recordings that were made on school buses. Confusion surrounds whether or not videotapes are education records for purposes of the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g) and/or school student records as defined in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). ISBE considerably reduced the confusion by stating in its rule that school student records do not include video or other electronic recordings "created at least in part for law enforcement or security or safety reasons or purposes." 23 Ill.Admin.Code §375.10. ISBE rules also specify that: (1) electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3(m), are not school student records, and (2) no image on a school security recording may be designated as directory information. 23 Ill.Admin.Code §§ 375.10, 375.80(a)(2)(B). This treatment exempts school bus videos from the multiple requirements in ISSRA. However, when responding to a request under the Freedom of Information Act (5 ILCS 140/) for recordings on school buses, a district will need to find an exemption other than the recording is a school student record.

Students

Misconduct by Students with Disabilities ¹

Behavioral Interventions ²

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

Discipline of Special Education Students ³

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

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

¹ State or federal law controls this policy's content. State law requires each district to have a policy on student behavior (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280) plus "policies and procedures" on behavioral interventions (105 ILCS 5/14-8.05). In its continuing commitment to help school districts and special education cooperatives comply with the Ill. State Board of Education's requirements for policy and procedure, the Ill. Council of School Attorneys, special education committee, reviewed this policy and prepared extensive procedures, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*. These procedures, plus other material, are available gratis on the IASB website at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/special-education/special-education-procedures-and-sample-policies/.

² State law specifies what must be covered in the mandatory "policies and procedures" on behavioral interventions. 105 ILCS 5/14-8.05(c). They must "be developed with the advice of parents with students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities." *Id.* A board that wants to highlight the components of the procedures may add the following:

The committee shall review the Ill. State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with individual education plans (IEPs) within 15 days after their adoption or amendment by, or presentation to, the School Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of this policy and the procedures. At the annual IEP review, this policy shall be given to the parents/guardians and the behavioral interventions procedures explained and made available to them on request.

³ A special education student may not be expelled for behavior or a condition that is a manifestation of the student's disability. 34 C.F.R. §300.530.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.
Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
34 C.F.R. §§300.101, 300.530 - 300.536.
105 ILCS 5/10-22.6 and 5/14-8.05.
23 Ill.Admin.Code §226.400.
Honig v. Doe, 484 U.S. 305 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

Students

Conduct Code for Participants in Extracurricular Activities¹

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.² The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined.³ The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.⁴

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

¹ State or federal law controls this policy's content.

² Optional:

...and the rules adopted by any association in which the School District maintains a membership.

³ In most cases involving a student's removal from an extracurricular activity, courts have ruled that participation in extracurricular programs is a privilege rather than a right. *Clements v. Bd. of Educ. of Decatur Public Sch. Dist. No. 61*, 133 Ill.App.3d 531 (4th Dist. 1985). The deprivation of a privilege does not trigger the Constitution's due process provision. Consequently, unlike school attendance, students generally have no constitutional right to participate in extracurricular programs. See also *Kevin Jordan v. O'Fallon THSD 203*, 302 Ill.App.3d 1070 (5th Dist. 1999). This case involved a type of *good citizen* rule in which all student-participants in extracurricular activities agreed to abide by the school's ban on alcohol and drug use. Pursuant to this rule, the school suspended a star football player who police had found intoxicated at a convenience store around 3:00 A.M. The suspension was upheld.

Compare with *Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 180 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See sample administrative procedure 7:240-AP1, *Code of Conduct for Extracurricular Activities*.

⁴ 105 ILCS 5/27-255(d), renumbered by P.A. 104-391.

Extracurricular Drug and Alcohol Testing Program ⁵

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parents/guardians must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's *Consent to Participate in Extracurricular Drug and Alcohol Testing Program* form will result in non-participation.

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Performance Enhancing Drug Testing of High School Student Athletes ⁶

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

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

⁵ This program is optional. The U.S. Supreme Court upheld the constitutionality of a student activities drug testing policy that required all middle and high school students to consent to random urinalysis testing for drugs in order to participate in any extracurricular activity. *Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls et al.*, 536 U.S. 822 (2002). This sample policy, as well as the procedures and forms implementing it, are based on the policy approved by the Seventh Circuit in *Todd v. Rush County Schs.*, 133 F.3d 984 (7th Cir. 1998). Alternatively, this program may be limited to extracurricular athletic participants; if so, add the Drug and Alcohol Testing Program to policy 7:300, *Extracurricular Athletics*, and delete it from here.

⁶ For a list of classes of banned substances, the testing program, and other related resources, see the IHSA Performance-Enhancing Drug Testing Policy in the *IHSA Handbook*, available online at: www.ihsa.org/about/constitution-by-laws-policies.

- LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180 (2021).
Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).
Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).
Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).
Kevin Jordan v. O’Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).
Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).
105 ILCS 5/24-24 and 5/27-255(d).
- CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

Students

Exemption from Physical Education¹

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.² The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.³ Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.⁴

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.⁵

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.⁶

A student who is eligible for special education may be excused from physical education courses in either of the following situations:⁷

1. He or she (a) is in grades 3-12, (b) his or her Individualized Educational Program/Plan (IEP) requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

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

¹ An ISBE rule requires boards to have a policy defining the types of parental excuses that will be accepted in order for a student to be exempted from P.E. 23 Ill.Admin.Code §1.425(e), amended at 42 Ill.Reg. 11542-43. State or federal law controls this policy's content.

For elementary districts, delete 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* from the cross references of this sample policy.

² Medical Practice Act is found in 225 ILCS 60/; 23 Ill.Admin.Code §1.425(d).

³ Required by 23 Ill.Admin.Code §1.425(d)(1) and (2). School boards must identify any evidence/support they will require for excuses they will deem appropriate. Before the board adopts this sample policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this sample policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

⁴ 105 ILCS 5/27-710(b-5), renumbered by P.A. 104-391; 23 Ill.Admin.Code §1.425(f). A note from clergy or a religious leader is unnecessary to excuse a student from the physical education components of physical education class during a period of religious fasting, and should not be requested by a district. Only a note from a student's parent/guardian is required.

⁵ Required by 105 ILCS 5/27-710, renumbered by P.A. 104-391 and 23 Ill.Admin.Code §1.425(d)(3).

⁶ 105 ILCS 5/27-710(b), renumbered by P.A. 104-391; 23 Ill.Admin.Code §1.425(e)(6). See sample policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, for a list of categories of students in grades 9-12 who may be excused from P.E. due to participation in school district athletic training, activities, or competitions.

⁷ 105 ILCS 5/27-710(b), renumbered by P.A. 104-391 and 23 Ill.Admin.Code §1.425(e)(5)(A) and (B).

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her IEP.⁸

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in Board policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.⁹

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program.¹⁰ The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this Board policy were applied to the student's individual circumstances, as appropriate.¹¹

Students who have been excused from physical education shall return to the course as soon as practical.¹² The following considerations will be used to determine when a student shall return to a physical education course:¹³

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in Board policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.¹⁴

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

⁸ 105 ILCS 5/27-710(b), renumbered by P.A. 104-391.

⁹ 105 ILCS 5/27-710, renumbered by P.A. 104-391; 23 Ill.Admin.Code §1.425(e). Delete this sentence for elementary school districts.

¹⁰ Optional. *Id.* See f/n 19 in sample policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, for discussion of what constitutes an *interscholastic* or *extracurricular athletic program*. Delete this paragraph for high school districts.

For elementary or unit school boards that want to explain the meaning of *interscholastic* or *extracurricular athletic program*, insert the following option:

Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

¹¹ 23 Ill.Admin.Code §1.425(e). Districts must maintain records showing that the criteria set forth in 105 ILCS 5/27-710, renumbered by P.A. 104-391, was applied to the student's individual circumstances.

¹² 23 Ill.Admin.Code §1.425(e)(1)(A)-(C).

¹³ Insert any additional criteria the board may want to use.

¹⁴ Delete item #3 for elementary districts, move "and" to the end of sentence number 1, delete the semicolon at the end of number 2 and insert a period.

LEGAL REF.: 105 ILCS 5/27-710.
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

Students

Communicable and Chronic Infectious Disease¹

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.² The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
 23 Ill.Admin.Code §§1.610 and 226.300.
 77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.
 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
 29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

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

¹ 105 ILCS 5/10-21.11 requires all boards to adopt a policy on the appropriate manner of managing children with chronic infectious diseases. State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled in that competing interests (balancing the protection of the afflicted student's rights against the protection of the health and safety of the student body) have not been completely resolved.

² A student with a contagious disease is probably an *individual with a disability* under Section 504 of the Rehabilitation Act of 1973. 29 U.S.C. §794(a). See Sch. Bd. of Nassau Co. v. Arline, 480 U.S. 273 (1987) (teacher with tuberculosis was covered under Section 504); Thomas v. Atascadero Unified Sch. Dist., 662 F.Supp. 376 (C.D. Ca. 1986) (a child with AIDS was covered under Section 504); Dist. 27 Cmty. Sch. Bd. v. Bd. of Educ. of the City of New York, 502 N.Y.S.2d 325 (1986).

Students with contagious diseases may also qualify for special education under the Individuals With Disabilities Education Improvement Act of 2004. 20 U.S.C. §1400 et seq. Each school district, independently or in cooperation with other districts, must provide a comprehensive program of special education that meets the needs of children from ages 3 through 21 with exceptional characteristics as identified in State law, specifically including physical or health impairments. 105 ILCS 5/14.

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. Cmty. High Sch. Dist. 155 v. Denz, 124 Ill.App.3d 129 (2nd Dist. 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, the board attorney should be consulted.

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.¹
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.²
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.³
4. The student must show proof of accident insurance coverage either by an insurance policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance policy.⁴

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

¹ State or federal law controls this policy's content.

A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The building principal usually develops the Handbook, subject to review and approval by the superintendent and board.

Each board in a district that maintains any of grades 9 through 12 must have a *no pass-no play* policy. 105 ILCS 5/10-20.30. See sample policy 6:190, *Extracurricular and Co-Curricular Activities*, for complete details.

For purposes of clarity, the IASB uses a curricular-extracurricular dichotomy. All classes are included in the category *curricular* as well as what was formally known as *co-curricular*, e.g., band and choral performances that are a required part of the class. The category *extracurricular* includes all school-sponsored activities that are not a part of a student's educational program as reflected in the student's class schedule. Examples include football, cheerleading, French club, Key Club, and student government. Note that extracurricular activities may be curriculum-related or non-curriculum-related for purposes of determining access to school facilities under the federal Equal Access Act. See sample policy 7:330, *Student Use of Buildings - Equal Access*.

² At a minimum, schools should: (1) fully inform and warn students and their parents/guardians of risks inherent in a sport, (2) assist their understanding and appreciation of these risks, and (3) document the school's efforts. See sample exhibit 7:300-E1, *Agreement to Participate*. This form's provision concerning waiver of liability and hold harmless should be reviewed with the board attorney. The district may not be able to waive gross negligence or recklessness on its part, but the waiver language in the form serves to alert the student and his/her parents/guardians to the seriousness of potential injuries.

³ Students participating in interscholastic athletics must have an annual physical exam. 23 Ill.Admin.Code §1.530(b)(2). Ill. High School Association (IHSA) bylaw 2.150 requires schools to have on file for each student participating in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician assistant, or nurse practitioner not more than 395 days preceding any date of participation; a form is available on the IHSA website at: www.ihsa.org/resources/download-center.

⁴ This item ensures that students are covered by insurance for medical expenses up to \$50,000 (before the district's catastrophic accident insurance kicks in) and that students who are not covered by the district's catastrophic insurance are otherwise covered by insurance.

5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.⁵
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association),⁶ and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about Board policy 7:305, *Student Athlete Concussions and Head Injuries*.⁷

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

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

105 ILCS 5/22-15 requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information see sample policy 4:100, *Insurance Management*.

⁵ Optional; delete if the district does not have such a program. Be sure this provision is consistent with sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*, and sample administrative procedure 7:240-AP2, *Extracurricular Drug and Alcohol Testing Program*. The Seventh Circuit upheld the constitutionality of a high school's random drug testing program for students involved in extracurricular activities in *Todd v. Rush County Schs.*, 133 F.3d 984 (7th Cir. 1998).

⁶ Participants in an IHSA-sponsored or sanctioned athletic event are subject to testing for banned substances. For a list of banned substance classes, the testing program, and other related resources, see the IHSA Handbook at:

www.ihsa.org/about/constitution-by-laws-policies and www.ihsa.org/resources/download-center.

The sponsoring organization's rules/bylaws/policies govern decisions related to transgender student participation in extracurricular athletic activities. See:

1. IESA Handbook: *Policy and School Recommendations for Transgender Participation* at: www.iesa.org/documents/handbook/IESA-Policies.pdf;
2. IHSA Handbook: Policy #34, *Policy and School Recommendations for Transgender Participation*, at: www.ihsa.org/about/constitution-by-laws-policies; and
3. SIJHSAA *Transgender Participation Policy* at: www.sijhsaa.com/images/stories/pdf/TRANSGENDER_PARTICIPATION_POLICY_Revised_10-17-18.pdf.

For further information on accommodating transgender students, see sample administrative procedure 7:10-AP1, *Accommodating Transgender, Nonbinary, or Gender Nonconforming Students*. See also two Ill. State Board of Education non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures*, at: www.isbe.net/supportallstudents. Federal administrations have taken varying positions on whether transgender students can compete consistent with their gender identity; consult the board attorney for guidance on this evolving area of law.

⁷ IHSA eligibility information and required forms are available at: www.ihsa.org/resources/download-center.

A district must include information concerning the board's concussion policy in any agreement, contract, code, or other written instrument that the district requires a student athlete and his or her parent(s) or guardian(s) to sign before participating in practice or interscholastic competition. 23 Ill.Admin.Code §1.530(b)(1). Sample exhibit 7:300-E1, *Agreement to Participate*, contains the requirements in this policy. In addition, the student and student's parent/guardian must sign a form approved by IHSA acknowledging receiving and reading written information on concussions. 105 ILCS 5/22-80(e).

The IHSA website contains many helpful resources, available at: www.ihsa.org/resources.

Concussion information is available from the Ill. Elementary School Assoc. at: www.iesa.org/activities/concussion.asp.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/22-80.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

Community Relations

Parent Organizations and Booster Clubs

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

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following: ¹

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

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

¹ For boards that want to require all parent organizations and booster clubs to have 501(c)(3) status, use the following paragraph:

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club is a 501(c)(3) that has submitted proof of its status and has by-laws containing the following:

A 501(c)(3) organization is an organization that qualifies for exemption from federal income tax because it is organized and operated exclusively for one or more of the following purposes: religious; charitable; scientific; testing for public safety; literary; educational; fostering national or international amateur sports competition (but only if none of its activities involve providing athletic facilities or equipment); or the prevention of cruelty to children or animals. For more information, see www.irs.gov/charities-and-nonprofits.

IX by providing equal athletic opportunity for members of both genders will supersede an organization's or club's recommendation.²

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.³ The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

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

² Booster clubs are selective in their support. However, by accepting booster club assistance that creates vast gender differences, a board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity. See 34 C.F.R. Part 106.

³ Booster clubs present potential liabilities to a school district beyond loss of funds because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors and omissions insurance covers parent organizations and booster clubs.

Proposal

Boys & Girls Club of Lake County | Great Futures Academy

For Gurnee District 56 at Viking Middle School and Spaulding School

The Boys & Girls Club of Lake County (BGCLC) will operate a Great Futures Academy (the program) at Viking Middle School and Spaulding School, for Gurnee District 56 (D56) students K-8 grades, during the period beginning July 1, 2026 through June 30, 2027. Upon mutual written confirmation between parties, this period may be extended.

This Proposal outlines the roles and responsibilities and joint planning determinations of each of the entities, including the BGCLC; and D56, on behalf of D56.

The parties anticipate that for services rendered, BGCLC will be compensated up to \$70,000.00 by D56 for the operation of the Great Futures Academy at Viking Middle School and Spaulding School for the above referenced twelve (12) month period, according to the Budget attached hereto. Funds for the site operating costs based on the mutually agreed budget will be provided to the BGCLC on a quarterly basis for services rendered and invoiced, unless otherwise agreed between the parties. Invoicing and payments will follow the procedures outlined in this Proposal or the related written Agreement between the parties.

Planned Program Operations: The program will operate at D56 on all school days, generally five (5) days per week during the school year, for approximately 4 hours per day (depending on dismissal hour), as well as full 8-hour days during specific school holidays and breaks, all as mutually agreed upon between the parties. In the summer, the program will continue to serve D56 students for full 8-hour days for a minimum of six (6) weeks at designated BGCLC facilities.

The BGCLC and D56 will work collaboratively to implement the program activities that meet student learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program. The parties will also collaborate to develop program activities for family members of targeted D56 students at Viking Middle School and Spaulding School during the school year.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing the age-specific programs to targeted youth to help them achieve outcomes in our four (4) areas: Character and Leadership, Health and Well-Being, Academic Success, and Life & Workforce Readiness. The Great Futures Academy program will include evidence-based and best-practice programs, as well as academic programs linked to specific areas of need identified in the targeted population.

Roles & Responsibilities

Gurnee D56 will provide, in conjunction with Viking Middle School and Spaulding School:

- Dedicated space for the sole use of the Great Futures Academy at Viking Middle School and Spaulding School. Dedicated space shall include a room for an administrative office during programming. Viking Middle School and Spaulding School's staff will be permitted access to dedicated space at reasonable times.
- Shared use of 3 to 5 classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.
- Shared use of common areas, including use of the bathrooms, cafeteria, etc.

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the Principal.
- Use of wireless internet network for the Program Manager and Club staff.
- Shared use of the following school equipment and supplies, as applicable: Refrigeration equipment for snacks and lunches, use of technology labs and computer equipment, use of library resources, use of other learning resources within the classroom.
- Maintenance of the building, including custodial services, utilities and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.
- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by parental consent allowing this access.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- Appoint a coordinator, a school-staff main point of contact for BGCLC to coordinate data and other information sharing.
- Provision of after-school snacks and meals stored using school refrigeration equipment.
- Transportation to field trips.
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

The Boys & Girls Clubs of Lake County will provide the following:

- Direct program administration and operational oversight.
- Hiring/training of all necessary personnel for the site's operation.
- On-site program supervision.
- Tracking of enrollment and program participation.
- Purchasing/managing necessary supplies and materials needed for program operation.
- Program recruitment activities and enrollment, in collaboration with D56.
- Data-gathering including specific evaluation data-gathering required of the program.
- Program reporting.
- Shared program planning based on the proposed services, in collaboration with Gurnee D56 and Viking Middle School and Spaulding School.
- Use of BGCLC as needed to enhance the program.
- Shared use of BGCLC equipment.

Program Implementation

Regular Collaboration: To ensure shared program oversight, the Great Futures Academy Program Manager and the Viking Middle School and Spaulding School Principals and/or D56 Representative will meet at least monthly to discuss program implementation, program space usage, and student progress and challenges. A representative of Gurnee D56 and BGCLC management will confer at least quarterly to assess progress against program objectives, and modify the program plan, if necessary or indicated.

School and Program Goal Sharing & Alignment: Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Program Manager at agreed-upon school

staff meetings, such as curriculum meetings and teacher staff meetings, and the Program Manager's inclusion in school committees and activities. The D56 Coordinator will collaborate with BGCLC leadership and the Program Managers at each respective site on the alignment efforts of the academic portion of the program, and in consultation with Principals or their designee. The D56 Coordinator will be employed by D56 and recommended by Principals.

The D56 Coordinator will also work closely with teachers, the Program Manager and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards, and monitor academic progress. Together, teachers and site staff will review student progress, under the leadership of the Program Manager and D56 Coordinator.

Recruitment of Student Participants: Students will be chosen for the program in the following manner: Principals, school staff and the D56 Coordinator will identify students who need or could benefit from additional academic and socio-emotional support, as well as open the membership opportunity to interested parents and youth; Principals, school staff and the D56 Coordinator will identify the grades of the youth and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. BGCLC will be verifying income for parents' participation in the Child Care Assistance Program, if eligible.

Availability of the program will be advertised broadly in community and BGCLC will accept applications from all otherwise eligible families and serve as many students as possible (within the parameters of the staffing, space, and other resources available). Students who apply but cannot participate due to limited capacity shall be held on a waiting list and notified when program spots are available.

Outcomes and Evaluation

The Great Futures Academy will support student attendance, socio-emotional, and academic growth in reading and mathematics. Academic programming will be aligned with District 56 curriculum goals through ongoing collaboration, data sharing, and review of student progress. BGCLC will provide outcomes progress reports to the Gurnee District 56 Board 2 times per year. Outcomes will be measured for students attending at least 60% of program days ("regular participants") and will include:

- Reading Growth: 60% of regular participants will demonstrate typical or above-typical growth on i-Ready Reading diagnostics from fall to spring, meeting or exceeding expected annual growth benchmarks.
- Math Growth: 60% of regular participants will demonstrate typical or above-typical growth on i-Ready Math diagnostics from fall to spring, meeting or exceeding expected annual growth benchmarks.
- A measurable decrease in behavioral referrals compared to non-participating peers.
- A measurable increase in attendance rates compared to non-participating peers.

District 56 26-27 Budget

Total Days of Programming	210
Average Daily Attendance	160
CCAP Attendance Rate	45% (42% in FY26)
CCAP Average Daily Attendance	72
Total Budget	
CCAP Income	\$360,000.00
School Contract	\$100,000.00
Total Income	\$460,000.00

Category	Total Budget	D56
2 Program Managers	\$105,000.00	\$35,000.00
12 Program Staff	\$250,000.00	\$35,000.00
2 Membership Clerks	\$40,000.00	\$0
Total Payroll	\$395,000.00	\$70,000
FICA	\$30,217.50	\$0.00
Benefits	\$13,500.00	\$0.00
Total Benefits	\$43,717.50	\$0.00
Program Supplies and Licensing	\$35,000.00	\$0.00
Indirect Costs	\$47,371.75	\$0.00
Total	\$82,371.75	\$0.00
Total Expenses	\$521,089.25	\$70,000

Signatures:

Luis Correa, Superintendent
Gurnee District 56

Date

Andrya Pearson, Interim Chief Executive Officer
Boys & Girls Club of Lake County

Date

**RECIPROCAL REPORTING SYSTEM
AGREEMENT BETWEEN THE SHERIFF OF LAKE COUNTY AND
THE BOARD OF EDUCATION OF GURNEE SCHOOL DISTRICT 56**

This agreement is entered into between the Sheriff of Lake County ("the Sheriff") and the Board of Education of Gurnee School District 56 ("the School District").

WHEREAS, the Illinois School Code, 105 ILCS 5/10-20.14(b), requires the School District parent - teacher advisory committee, in cooperation with local law enforcement agencies, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students; and

WHEREAS, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Student Records Act; and

WHEREAS, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been investigated, arrested or taken into custody before his or her 18th birthday are restricted to those exceptions in the Juvenile Court Act; and

WHEREAS, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to juvenile authorities (including law enforcement officers) when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

WHEREAS, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement agencies to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

WHEREAS, the Board of Education of the School District and the Sheriff agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

WHEREAS, the School District and the Sheriff are authorized to enter into this agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq.

NOW THEREFORE, the School District and the Sheriff hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Sheriff hereby enter into this Agreement to establish and maintain a reciprocal reporting system

between the School District and the Sheriff regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Sheriff acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.
3. **DESIGNATED REPRESENTATIVES.** The Sheriff will designate an appropriate employee ("the Sheriff's Designee") to be the School District's contact person for purposes of this Agreement. The School District's Superintendent shall provide the Sheriff's Designee with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in the list shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A)(8) of the Juvenile Court Act, 705 ILCS 405/1-7 as amended, whom the School District has determined to have a legitimate educational or safety interest to protect the safety of students or employees in the school and aid in the proper rehabilitation of the child. The Sheriff's Designee will provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Sheriff's Representatives".
4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in School District (See 1996 Ill. Atty. Gen. Op. 96-040).
5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent and/or School Principal(s), or their designees, must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.
 - a) **School Superintendent.** The School Superintendent (or his/her designee) is to immediately report the following to the Sheriff:
 - i. **Firearms.** Any verified incident involving a firearm in a school or on school owned or leased property and on any transportation, that is owned, leased or used by the school for its students or school personnel. See 105 ILCS 5/10-27.1A, as amended.
 - ii. **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine"

as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. See 105 ILCS 5/10-27.1B(a)

b) **School Principal.** The School Principal (or his/her designee) is to immediately report the following to the Sheriff:

- i. **Firearms.** Upon receiving a report from any school staff, or any other person that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee shall also immediately notify the student's parent or guardian. See 105 ILCS 5/10-27. 1A, as amended.
- ii. **Attacks on School Personnel.** Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. See 105 ILCS 5/10-21.7, as amended.
- iii. **Cannabis, illegal Drugs or Controlled Substances on or Near School Grounds.** Within 48 hours of becoming aware, a report of any violation of Section 5.2 of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation used, owned or leased by the School District to transport students. See 105 ILCS 127/2, as amended.

6. **SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS AND RECORD INFORMATION TO SHERIFF.** School officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Sheriff without parental consent:

- a) **Adjudication of Student by Juvenile Court.** School districts can release student records and information to the Sheriff, upon the request of the Sheriff, when necessary for the discharge of their official law enforcement duties, prior to adjudication of the student and upon written certification from the Sheriff that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6(a)(6.5), as amended.
- b) **Emergency Release of Information.** Records and information may be released to the Sheriff if such information is needed by the Sheriff to protect the health or safety of the student or other persons, provided that the parents are notified no later than the next school day after the date the information is released, the date of release, the fact that the information was shared with the Sheriff, and the purpose of the release. The factors

to be considered in determining whether an emergency exists requiring the release of student information include:

- i. **Degree of Threat.** Seriousness of threat to health/safety of student or others;
- ii. **Need.** Need for records to meet the emergency;
- iii. **Sheriff Involvement.** Whether the Sheriff's Office is in a position to deal with the emergency; and
- iv. **Urgency.** Extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6, as amended; 23 Il. Admin. Code §375.60

- c) **Law Enforcement Records Not School Records.** It is recognized that the information maintained by law enforcement officers working in the school are not student records. 105 ILCS 10/2(d), as amended.

7. **SHERIFF TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT.**

The Sheriff will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, a Sheriff's Representative may:

- a) **Students Under 18 Years Old.** Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18th birthday for the offenses listed below, provided that the Sheriff or officer believes that there is an imminent threat of physical harm to students, school personnel or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.
 - i. any violation of Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012, as amended;
 - ii. a violation of the Illinois Controlled Substance Act, as amended;
 - iii. a violation of the Cannabis Control Act, as amended;
 - iv. a violation of the Methamphetamine Control and Community Protection Act; as amended; and
 - v. a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012, as amended;
 - vi. a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
 - vii. a violation of the Hazing Act, as amended; or
 - viii. a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961 or the Criminal Code of 2012, as amended.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials

to aid in the proper rehabilitation of the child and to protect the safety of student and employees in the school.

Any information provided to appropriate school officials whom the school has determined to have a legitimate educational or safety interest by the Sheriff about a minor who is the subject of a current sheriff investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Sheriff shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record (See 705 ILCS 405/1-7(A)(8)(B), as amended).

8. **COOPERATION BETWEEN SCHOOL DISTRICT AND SHERIFF.** Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request sheriff services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

IN WITNESS, WHEREOF, the parties have executed this Agreement on the date set forth below.

SHERIFF OF LAKE COUNTY

GURNEE SCHOOL DISTRICT 56

By: _____
John D. Idleburg, Sheriff

By: _____
President, Board of Education

Date: _____

Date: _____

Dated This ____ day of _____, A.D., 2026