



LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
POLICY COMMITTEE MEETING AGENDA  
FRIDAY, JUNE 11, 2021 AT **8:30 AM**

BOARD OF EDUCATION  
**Scott L. Anderson**, *President*  
**Kevin Daly**, *Vice President*  
**John P. Vranas**, *Secretary*  
**Myra A. Foutris**  
**Elaina Geraghty**  
**Rupal Shah Mandal**  
**Peter D. Theodore**

ADMINISTRATION  
**Dr. Kimberly A. Nasshan**, *Superintendent of Schools*  
**Dr. David Russo**, *Assistant Superintendent for Curriculum and Instruction*  
**Courtney Whited**, *Business Manager/CSBO*

*Agenda of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74,  
Cook County, Illinois, to be held in the Marvin Garlich Administration Building  
6950 N. East Prairie Road  
Lincolnwood, Illinois 60712,  
on Friday, June 11, 2021.*

IN-PERSON PARTICIPATION: It is expected that all members of the Policy Committee, plus several administrators, will be physically present at Marvin Garlich Administration Building, 6950 N. East Prairie Road, Lincolnwood, IL 60712.

1. CALL TO ORDER/ROLL CALL

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chairwoman  
Myra A. Foutris (BOE)  
Becky Klinghofer, Community Member  
Aaron M. LaRue, Community Member  
Melissa Theodore, Community Member

ADMINISTRATOR/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools  
Renee Tolnai, Administrative Assistant

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **MAY 21, 2021**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. OLD BUSINESS

a. Policy Committee Review of the Policy Manual

I. Policy 1:20 District Organization, Operations, and Cooperative Agreements

II. Policy 4:70 Resource Conservation

III. Policy 7:90 Release During School Hours

IV. Policy 2:250 Access to District Public Records

V. Policy 5:210 Resignations

VI. Policy 6:235 Access to Electronic Networks

VII. Policy 7:160 Student Appearance

VIII. Policy 7:200 Suspension Procedures

IX. Policy 7:210 Expulsion Procedures

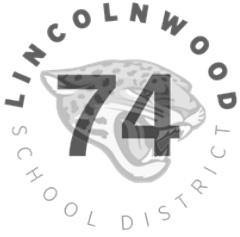
5. NEW BUSINESS

6. ADJOURNMENT

Motion by Member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Dr. Kimberly A. Nasshan, Superintendent of Schools**

*Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.*



LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
POLICY COMMITTEE MEETING MINUTES  
FRIDAY, MAY 21, 2021 AT **8:30 AM**

BOARD OF EDUCATION  
Scott L. Anderson, *President*  
Kevin Daly, *Vice President*  
John P. Vranas, *Secretary*  
Myra A. Foutris  
Elaina Geraghty  
Rupal Shah Mandal  
Peter D. Theodore

ADMINISTRATION  
Dr. Kimberly A. Nasshan, *Superintendent of Schools*  
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*  
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74,  
Cook County, Illinois, was held in the Marvin Garlich Administration Building  
6950 N. East Prairie Road  
Lincolnwood, Illinois 60712,  
on Friday, May 21, 2021.*

1. CALL TO ORDER/ROLL CALL

Chairwoman Shah Mandal called the Policy Committee to order at 8:41 a.m.

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chairwoman  
Myra A. Foutris (BOE)  
Becky Klinghofer, Community Member

ADMINISTRATOR/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools  
Renee Tolnai, Administrative Assistant

OTHERS PRESENT

Leah Brennan, Community Member

2. AUDIENCE TO VISITORS

The Policy Committee heard from Leah Brennan, Community Member, about Committee membership.

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **April 16, 2021**

A motion was made, seconded and passed to approve the April 16, 2021 Policy Committee meeting minutes.

4. OLD BUSINESS

None

5. NEW BUSINESS

a. Policy 8:90 Parent Organizations and Booster Clubs

The Policy Committee sent this policy to 1<sup>st</sup> Reading on the June 3, 2021 Board of Education Agenda.

b. Policy Committee Review of the Policy Manual

I. Policy 1:10 School District Legal Status

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

II. Policy 2:10 School District Governance

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

III. Policy 2:90 Board Self-Evaluation

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

IV. Policy 4:10 Fiscal and Business Management

The Policy Committee asked to include a reference to Policy 4:80 and sent this policy to the June 3, 2021 Board of Education Consent Agenda.

V. Policy 4:120 Food Services

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

VI. Policy 5:120 Limitations on Accepting Gifts

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

VII. Policy 5:170 Copyright

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

VIII. Policy 6:130 Program for the Gifted

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

IX. Policy 6:210 Instructional Materials

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

X. Policy 6:330 Achievement and Awards

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

XI. Policy 7:80 Release Time for Religious Instruction/Observance

The Policy Committee sent this policy to the June 3, 2021 Board of Education Consent Agenda.

6. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Policy Committee meeting. The Policy Committee meeting was adjourned at 9:15 a.m. The next Policy Committee meeting is June 11, 2021 at 8:30 a.m. The public is welcome.

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Rupal Shah Mandal, Chairwoman

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Myra A. Foutris, Member

# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## SECTION 1- School District Organization

### **1:20 District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as an Elementary District serving the needs of children in grades Kindergarten to 8 and others as required by the School Code.

The District participates in the following joint programs:

- Niles Township District for Special Education
- The Village of Lincolnwood

LEGAL REF.:

[23 Ill.Admin.Code §1.210](#)

ADOPTED: October 6, 2011

REVISED: May 20, 2015

REVIEWED: May 20, 2015

**Lincolnwood School District 74**

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# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Operational Services

### 4:70 Resource Conservation

The School District will conserve energy resources by:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District.
4. Adherence to energy conservation measures.

LEGAL REF.:

[105 ILCS 5/10-20.19c.](#)

CROSS REF.: 4:60 (Purchases), 4:150 (Facility Management and Expansion Programs)

ADOPTED: September 7, 2017

REVISED:

REVIEWED:

**Lincolnwood School District 74**

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# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Students

### **7:90 Release During School Hours**

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

CROSS REF.: 4:170 (Safety)

ADOPTED: October 7, 2015

REVISED:

REVIEWED:

**Lincolnwood School District 74**

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# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Board of Education

### **2:250 Access to District Public Records**

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.

#### Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes 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 the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

#### Definition

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 materials 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.

#### Requesting Records

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. All requests for inspection and copying shall immediately be forwarded 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;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 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. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. 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.

Notwithstanding the above, the Freedom of Information Officer shall respond to requests for *commercial purposes* and to *recurrent requesters* (as those terms are defined in Section 2 of FOIA) according to Sections 3.1 and 3.2 of FOIA.

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.

#### Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are 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. No copying fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. No copying fee shall be charged for electronic copies other than the actual cost of the recording medium.

#### Fees for Responding to a Request for a Commercial Purpose

In addition to copying fees, persons making a request for a *commercial purpose*, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges any fees to a requester making a commercial request, the Freedom of Information Officer shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

#### Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's

administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

#### 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. 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.

LEGAL REF.:

[5 ILCS 140/](#), Illinois Freedom of Information Act.

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

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

ADOPTED: February 2, 2012

REVISED:

REVIEWED: May 19, 2015

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**Lincolnwood School District 74**

# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Professional Personnel

### 5:210 Resignations

Please refer to the current “Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher’s Association, Local 1274 IFT/AFT, AFL-CIO.”

#### Termination of Employment by Teacher

1. A teacher who has entered into contractual continued service (“tenure”) may resign at any time by obtaining concurrence of the Board of Education or by serving at least 30 days written notice upon the Secretary of the Board of Education or the Superintendent. If a tenured teacher provides at least 30 days written notice, he/she cannot unilaterally revoke the resignation.
2. A non-tenured teacher may resign outside of the school term without concurrence of the Board of Education. Once a non-tenured teacher has provided notice of resignation, he/she cannot unilaterally revoke the resignation.
3. No teacher may resign during the school term, without the concurrence of the Board of Education, in order to accept another teaching assignment.
4. If concurrence by the full Board of Education is impractical or time is of the essence, the Board President, in consultation with the Board’s attorney, is authorized to instruct the Superintendent to issue a concurrence on behalf of the Board of Education.

#### Supplement to TRS Early Retirement Plan

1. To be eligible, the teacher/administrator must have completed at least fifteen (15) consecutive years of full time employment as a teacher/administrator in the Lincolnwood Public Schools immediately preceding retirement.
2. The teacher/administrator must have Board approval and participate in the TRS Early Retirement Plan to receive a supplemental stipend.
3. The stipend paid by the Board of Education shall be as follows:
  - a. The teacher/administrator will be required to pay the following early retirement penalties to the Illinois Teachers’ Retirement System from the stipend:
    1. Any Board of Education contribution
    2. Any Teacher/Administrator contribution
  - b. The total stipend shall not exceed the GREATER of :
    1. The total TRS early retirement penalties as outlined in section 3a above plus 15%. (i.e. maximum penalty assessed by TRS is  $135\% + 15\% = 150\% \times$  final salary)

**or**

    2. An amount equal to  $1.25 \times$  final salary as listed on the Lincolnwood Teachers’ Salary Schedule. The salary will **not** include any extra duty pay.
  - c. The Board of Education shall increase a teacher’s administrator’s final year salary by an advance payment amount of up to five thousand dollars (\$5,000), herein after referred to as the “Advance”, providing the teacher/administrator notifies the Superintendent, in writing, of the intention of retiring by May 15 of the year prior to the retirement date.

The amount of money a teacher/administrator receives from the District during his/her first year of retirement shall be reduced by the Advance.
  - d. Any monies remaining from the stipend after the TRS required penalties will be paid to the employee over five (5) years as long as the teacher/administrator remains eligible for the program.
4. The District reserves the right to grant early retirement to a maximum of three (3) individuals in any given year. Early retirements will be granted on the following basis:

The earliest an eligible teacher/administrator may elect retirement is May 1 in the year preceding the final school year of teaching.

During the month of May, early retirements will be granted on the following basis:

- a. First priority shall be based on years of service in Lincolnwood.
- b. Second priority shall be based on total years of professional teaching service.
- c. Unsuccessful applicants will receive first priority the following year, however, they will need to reapply the following May to be eligible.
- d. If seven (7) or more teachers/administrators applied for the District Plan of Retirement in any given year the

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procedure described from (a) through (c) would be repeated.

After the month of May, all early retirement request will be awarded on a first come first serve basis.

5. Payments shall be made in two installments each year during the months of January and July. The individual shall be considered to be a self-employed contractor.
6. Upon the death of an individual who has retired under this policy, the District will pay the unpaid portion in a lump sum to the retiree's designated beneficiary or, if none is designated, to his/her estate, and the contract shall then be terminated.
7. Teachers/Administrators electing early retirement shall have no right thereafter to regular employment in the District regardless of whether the retiree subsequently discontinues participation in this program.
8. The retirement stipend (Section 9.5 of the Contract) shall be paid the school year preceding the year of retirement, if the teacher/administrator gives the Superintendent written notice of his/her intention to participation in the early retirement plan by May 15 of that school year.
9. Notwithstanding any of the foregoing provisions, the Board reserves the right to terminate the early retirement program at any time with respect to persons who are not participating in the retirement program in the school year when the termination becomes effective. Individuals on early retirement hereunder, or those who during the year have been approved for early retirement, will be allowed to continue despite the termination of the program with respect to all other employees.

LEGAL REF.:

[105 ILCS 5/24-14.](#)

*Park Forest Heights School Dist. v. State Teacher Certification Bd.*, 842 N.E.2d 1230 (Ill.App.1 2006).

ADOPTED: September 10, 2002

REVISED: April 6, 2011

REVIEWED: April 6, 2011

**Lincolnwood School District 74**

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# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Instruction

### **6:235 Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy. Each Building Principal shall act as the "system administrator" for his or her building.

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

#### Curriculum and Appropriate Online Behavior

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

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

#### Acceptable Use

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

#### Internet Safety

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

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

#### Prohibited Conduct When Using the District Computer Network

- A. Students may be subject to discipline, including, but not limited to, suspension, expulsion or loss of network privileges, for the following conduct:
  1. Invading the privacy of individuals, including, but not limited to, the unauthorized release of any student's or school staff's personal identifying information (such as personal addresses or telephone numbers).
  2. Using the Internet in any way that is not reasonably related to the Lincolnwood School District's educational goals and objectives. This includes, but is not limited to:
    - a. Chain Letters.
    - b. Unauthorized intentional downloads to a single computer, network drive or external storage media, of movies or video files (unless specifically assigned); MP3s; shareware; freeware; pirated software; or other .exe or application files.
    - c. Registration to receive email from listserves or other free subscription services for anyone other than the 12 originating user.

- d. Participation in non-district posted chat rooms or sites, including but not limited to, Yahoo! Messenger or Yahoo! Chat, MIRC, ICQ, AOL Instant Messenger, MSN Messenger, myspace.com, facebook.com.:
- 3. Viewing, sending or displaying offensive messages or pictures.
- 4. Viewing, sending or displaying sexually explicit messages or pictures.
- 5. Viewing, sending or displaying obscene language.
- 6. Harassing, insulting, or attacking others.
- 7. Damaging or attempting to damage computers, computer systems, computer networks, hardware, or software.
- 8. Violating copyright laws.
- 9. Using another's password.
- 10. Trespassing in another's folder, work, or files.
- 11. Employing the network for commercial purposes.
- 12. Posting anonymous messages.
- 13. Any behavior that causes a material disruption to the educational environment.

B. In addition to disciplinary consequences, legal action may be taken where appropriate.

Authorization for Electronic Network Access

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

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

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

- No Child Left Behind Act, [20 U.S.C. §6777](#).
- Children's Internet Protection Act, [47 U.S.C. §254](#)(h) and (l).
- Enhancing Education Through Technology Act, [20 U.S.C §6751](#) *et seq.*
- [47 C.F.R. Part 54, Subpart E](#), Universal Service Support for Schools and Libraries.
- [720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: September 10, 2002

REVISED: September 6, 2012

REVIEWED: September 6, 2012

# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Students

### **7:160 Student Appearance**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook(s)*.

LEGAL REF.:

[105 ILCS 5/10-22.25b.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: September 7, 2017

REVISED:

REVIEWED:

**Lincolnwood School District 74**

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# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Students

### 7:200 Suspension Procedures

#### Out-of-School Suspension Procedures

The Superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a. A threat to school safety, or
      - b. A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c. That the student's continuing presence in school would either:
        - i. Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii. Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

[105 ILCS 5/10-22.6.](#)

[Goss v. Lopez](#), 95 S.Ct. 729 (1975).

*Sieck v. Oak Park River-Forest High School*, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

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

ADOPTED: June 30, 2016

REVISED:

REVIEWED:

7:200



# 6/11/21 Policy Committee Meeting - Review of Policy Manual Project

## Students

### 7:210 Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. In determining the length of the student's expulsion, the Board shall also consider:
  - a. The egregiousness of the student's conduct;
  - b. The history of the student's past conduct;
  - c. The likelihood that such conduct will affect the delivery of education for other students;
  - d. The severity of the punishment; and
  - e. The student's best interests.
5. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
  - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

[105 ILCS 5/10-22.6\(a\)](#).

[Goss v. Lopez](#), 95 S.Ct. 729 (1975).

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

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**Lincolnwood School District 74**

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