



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
POLICY COMMITTEE MEETING AGENDA
FRIDAY, AUGUST 20, 2021 AT **8:30 AM**

BOARD OF EDUCATION
Kevin Daly, *President*
Elaina Geraghty, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Jay Oleniczak
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, August 20, 2021.*

1. CALL TO ORDER/ROLL CALL

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chair
Myra A. Foutris (BOE), Co-Chair
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 - **July 23, 2021**

Motion by member: _____ Seconded by: _____

4. OLD BUSINESS

a. Policy 4:70 Resource Conservation (kept in Committee for review of new Administrative Procedure)

5. NEW BUSINESS

a. Policy Committee Review of the Policy Manual

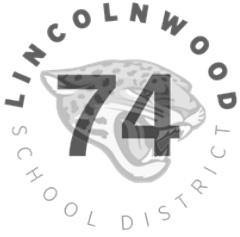
- I. 3:50 Administrative Personnel Other Than the Superintendent
- II. 7:30 Student Assignment
- III. 2:150 Committees
- IV. 4:175 Convicted Child Sex Offender; Screening; Notifications
- V. 5:125 Personal Technology and Social Media; Usage and Conduct
- VI. 5:185 Family and Medical Leave
- VII. 5:190 Certification
- VIII. 6:270 Guidance and Counseling Program
- IX. 7:240 Code of Conduct for Participants in Extracurricular Activities
- X. 7:300 Extracurricular Athletics

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, JULY 23, 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, July 23, 2021.*

1. CALL TO ORDER/ROLL CALL

Chair Shah Mandal called the Policy Committee meeting to order at 8:42 a.m.

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chair
Becky Klinghofer, Community Member

POLICY COMMITTEE MEMBERS NOT PRESENT

Myra A. Foutris (BOE), Co-Chair
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

None

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **JUNE 11, 2021**

A motion was made, seconded and passed to approve the June 11, 2021 Policy Committee meeting minutes.

4. OLD BUSINESS

a. Policy 4:70 Resource Conservation

The Committee kept this policy in Committee for further review of the proposed Administrative Procedure before sending the actual policy to the Lincolnwood School District 74 Board of Education for approval.

b. Policy 5:210 Resignations

The Committee sent this policy to 1st Reading at the August 5, 2021 Lincolnwood School District 74 Board of Education meeting.

c. Policy 6:235 Access to Electronic Networks

The Committee sent this policy to 1st Reading at the August 5, 2021 Lincolnwood School District 74 Board of Education meeting.

5. NEW BUSINESS

a. Press Plus Issue #107 - June 2021

I. 5-Year Review

1. 1:10 School District Legal Status

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

2. 1:20 District Organization, Operations, and Cooperative Agreements

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

3. 1:30 District Strategic Plan

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

4. 3:30 Chain of Command

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

5. 6:100 Using Animals in the Educational Program

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

6. 6:170 Title I Programs

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

7. 7:220 Bus Conduct

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

8. 7:230 Misconduct by Students with Disabilities

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

II. Draft Update

1. 2:10 School District Governance

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

2. 2:30 District Elections

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

3. 2:130 Board-Superintendent Relationship

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

4. 8:90 Parent Organizations and Booster Clubs

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

5. 7:280 Communicable and Chronic Infectious Disease

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

6. 6:260 Complaints About Curriculum, Instructional Materials, and Programs

The Committee sent this policy to 1st Reading at the August 5, 2021 Lincolnwood School District 74 Board of Education meeting.

7. 6:255 Assemblies and Ceremonies

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

8. 6:160 English Learners

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

9. 6:145 Migrant Students

The Committee sent this policy to 1st Reading at the August 5, 2021 Lincolnwood School District 74 Board of Education meeting.

10. 6:235 Access to Electronic Networks

The Committee sent this policy to 1st Reading at the August 5, 2021 Lincolnwood School District 74 Board of Education meeting.

11. 5:10 Equal Employment Opportunity and Minority Recruitment

The Committee sent this policy to the August 5, 2021 Lincolnwood School District 74 Board of Education meeting Consent Agenda.

12. 2:240 Board Policy Development

The Committee sent this policy to 1st Reading at the August 5, 2021 Lincolnwood School District 74 Board of Education meeting.

6. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Policy Committee meeting at 9:32 a.m. The next Policy Committee meeting is scheduled for August 20, 2021 at 8:30 a.m. The public is welcome.

Rupal Shah Mandal, Chairwoman

Myra A. Foutris, Member

Becky Klinghofer, Committee Member

6/11/21 Policy Committee Meeting - Review of Policy Manual Project PC Kept in Committee - Asked to Create an AP

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

Operational Services

Administrative Procedure - Resource Conservation

Definitions

De-inked stock - Paper that has been processed to remove inks, clays, coatings, binders, and other contaminants.

High grade printing and writing papers - Includes offset-printing paper, duplicator paper, writing paper (stationery), tablet paper, office paper, note pads, xerographic paper, envelopes, form bond including computer paper and carbonless forms, book papers, bond papers, ledger paper, book stock, and cotton fiber papers.

Paper and paper products - High-grade printing and writing papers, tissue products, newsprint, unbleached packaging, and recycled paperboard.

Postconsumer material - Only those products generated by a business or consumer, that have served their intended end uses, and that have been separated or diverted from solid waste; wastes generated during the production of an end product are excluded. Postconsumer material includes:

- Paper, paperboard, and fibrous waste from retail stores, office buildings, homes and so forth, after the waste has passed through its end usage as a consumer item, including used corrugated boxes, old newspapers, mixed-waste paper, tabulating cards, and used cordage; and
- All paper, paperboard, and fibrous wastes that are diverted or separated from the municipal waste stream.

Recovered paper material - Paper waste generated after the completion of the papermaking process, such as postconsumer material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls, and mill wrappers, obsolete inventories, and rejected unused stock. "Recovered paper material," however, does not include fibrous waste generated during the manufacturing process such as fibers recovered from waste water or trimmings of paper machine rolls (mill broke), or fibrous by-products of harvesting, extraction or woodcutting processes, or forest residues such as bark. Recovered paper material includes:

- Postconsumer material;
- Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard waste resulting from printing, cutting, forming and other converting operations, or from bag, box, and carton manufacturing, and butt rolls, mill wrappers, and rejected unused stock; and
- Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters or others.

Recycled paperboard - Includes paperboard products, folding cartons and pad backings.

Tissue products - Includes toilet tissue, paper towels, paper napkins, facial tissue, paper doilies, industrial wipers, paper bags, and brown papers. These products shall also be unscented and shall not be colored.

Unbleached packaging - Includes corrugated and fiber storage boxes.

Procurement Procedures and Specifications for Products and Supplies

Procurement procedures and specifications for products and supplies shall be periodically reviewed to ensure that the District is: (a) purchasing products and supplies that are reusable, durable, or made from or contain recycled materials, if economically and practically feasible, and (b) giving preference to products and supplies containing the highest amount of recycled material and that are consistent with the effective use of the product or supply, if economically and practically feasible.

Recycled Paper and Paper Products Purchases

I. Whenever economically and practically feasible, recycled paper and paper products shall be purchased according to the following minimum percentages of the District's total dollar value of paper and paper products:

Beginning July 1, 2021	50%
Beginning July 1, 2025	75%

Paper and paper products purchased from private sector vendors pursuant to printing contracts are exempted from this requirement.

II. Wherever economically and practically feasible, recycled paper and paper products shall contain postconsumer or recovered paper materials as follows:

- Recycled high grade printing and writing paper shall contain at least 50% recovered paper material and shall consist of at least 50% de-inked stock or postconsumer material.
- Recycled tissue products shall contain at least 45% postconsumer material.
- Recycled newsprint shall contain at least 80% postconsumer material.
- Recycled unbleached packaging shall contain at least 55% postconsumer material.
- Recycled paperboard shall contain at least 95% postconsumer material.

These regulations do not apply to art materials, nor to any newspapers, magazines, textbooks, library books or other copyrighted publications that are purchased or used by the District or any school or attendance center within the District, or that are sold in any school supply store operated by or within any such school or attendance center.

Solid Waste Reduction

The Superintendent will appoint a team of interested individuals representing various District departments to direct the District's efforts to achieve, before July 1, 2026, at least a 50% reduction in the amount of solid waste that the District generates. The team shall:

1. Periodically review methods and procedures to reduce solid waste generated by academic, administrative, and other institutional functions. These procedures must be designed to, when economically and practically feasible, recycle the District's waste stream, including without limitation landscape waste, computer paper, and white office paper.
2. Identify indicators to monitor the District's progress toward achieving the solid waste reduction goal. As necessary, the procedures and methods shall be adjusted and refined.
3. Make periodic progress reports to the Superintendent or designee.

The team shall devise and oversee methods for making the following activities part of the District culture:

1. Staff members actively pursue waste reduction and prevention activities. Examples include:
 - a. Printing and copying individual documents on both sides of the page.
 - b. Setting computer software for default two-sided printing including word processing, spreadsheets, electronic mail, and others.
 - c. Printing or copying only the pages needed.

- d. Routing materials instead of copying.
 - e. Providing trays to collect and reuse one-sided paper.
 - f. Reducing unwanted mail and eliminate excess mailings.
2. Staff members and students seek to reuse or recycle materials to divert them from the waste stream whenever possible.
 3. A training plan instructs staff members and students in waste reduction and recycling practices.
 4. The District's solid waste reduction program is publicized and its benefits are emphasized, including cost savings by lowering supply acquisition and disposal costs.
 5. An incentive program to reduce solid waste exists, e.g., through school recognition programs.
 6. Staff and students are encouraged to be innovative and suggest improvements to procedures and practices.

LEGAL REF.: 105 ILCS 5/10-20.19c.

CREATED: July 23, 2021

REVISED:

REVIEWED:

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

General School Administration

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent or designee shall make employment and salary recommendations to the Board of Education.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent or designee.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent or designee. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board of Education will consider the Superintendent's or designee's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education no later than the March Board of Education meeting, or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

[105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B](#), and [5/24A](#).

[23 Ill.Admin.Code §§1.310, 1.705, and 50.300](#); and [Parts 25](#) and [29](#).

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: October 3, 2006

REVISED: June 25, 2015

REVIEWED: June 25, 2015

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Students

7:30 Student Assignment

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the Board of Education. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers within the District

A student's parent(s)/guardian(s) may request the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District shall be responsible for their own transportation. The provisions in this section have no applicability to transfers mandated by to.

Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.50](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: September 10, 2002

REVISED: February 2, 2017

REVIEWED: February 2, 2017

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Board of Education

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose.

The Board President makes all Board Committee and Liaison Appointments, subject to Board approval. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

The current standing Board committees are listed below:

1. **Policy Committee**

This committee reviews current Board policies and recommends the adoption of future Board policies, consistent with the requirements of The Illinois School Code and School District practice.

2. **Finance Committee**

This committee reviews new financial initiatives prior to their presentation to the Board. The District's Business Manager serves as a consultant and resource.

3. **Facilities Committee**

This committee reviews life safety, maintenance, and facility improvement issues regarding our buildings and makes recommendations to the Board of Education. The District's Business Manager serves as a consultant and resource.

4. **Food Service Committee**

This committee will review the current food service in the District and research to improve the system that is currently in place based on the goals from the District's Strategic Plan. This committee will analyze the current food service program and will design an action plan to address food served, staffing requirements and facility/equipment needed as well as financial resources. This committee will make recommendations to the Board of Education. The District's Business Manager serves as a consultant and resource.

Board Liaisons

The Board of Education shall establish Board liaisons, as deemed necessary. The Board President makes all liaison appointments, subject to Board approval. Board liaisons report to the Superintendent and Board on an as-needed basis. One representative from the Board shall serve as a liaison to the entities listed below:

- Niles Township District for Special Education District #807 – representing School District 74
- IASB (Illinois Association of School Boards)
- Finance Committee
- Facilities Committee
- Food Service Committee
- Policy Committee
- **LTA Contract Maintenance Liaison**

The President or his/her designee, per motion adopted, will attend LTA Contract Maintenance Meetings (formally known as BLOATE).

Superintendent Committees

The Superintendent creates Superintendent committees as he or she deems necessary and makes all appointments. Superintendent committees report to the Superintendent.

- Parent-Teacher Advisory Committee

This committee, which assists in the development of student discipline policy and procedure, is comprised of parents and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as administration of medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information. Committee reports and recommendations are

made to the Board of Education as requested by the Board.

- Behavioral Interventions Committee

This committee develops, implements, and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board of Education as requested by the Board.

- Wellness Committee

The Wellness Committee shall work with the Superintendent and Food Service in monitoring the implementation of the Wellness Policy and Food Service guidelines and in presenting recommendations to the Board. The Committee is responsible for addressing food-related topics of concern to the school community and making Wellness Policy recommendations to the Board of Education. The standing Wellness Committee shall present to the Board a report each year on the status of meeting the Wellness Policy goals and containing recommendations for improving the health, delivery and cost effectiveness of Food Services.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

Family Educational Rights and Privacy Act, [20 U.S.C. § 1232g](#).

Elementary and Secondary Education Act of 1965, as reauthorized by [P.L. 103-382](#).

Educational Consolidation and Improvement Act, Chapter I, General Administrative Requirements, § 200.53(b)(1).

Rules and Regulations for the Control of Communicable Diseases, issued by the Illinois Department of Public Health.

[5 ILCS 120/](#).

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: September 10, 2002

REVISED: January 12, 2016

REVIEWED: January 12, 2016

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Operational Services

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.:

[20 ILCS 2635/](#), Uniform Conviction Information Act.

[720 ILCS 5/11-9.3.](#)

[730 ILCS 152/](#), Sex Offender Community Notification Law.

[730 ILCS 154/75-105](#), Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 6, 2014

REVISED: February 2, 2017

REVIEWED: February 2, 2017

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

General Personnel

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her

social networking website or requests passwords to such sites.

5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

Ill. Human Rights Act, [775 ILCS 5/5A-102](#).

Code of Ethics for Ill. Educators, [23 Ill.Admin.Code §22.20](#).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: May 1, 2014

REVISED: January 12, 2017

REVIEWED: January 12, 2017

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project General Personnel

5:185 Family and Medical Leave

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 and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO.”

For employees not covered by this agreement:

Leave Description

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor’s rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee shall be granted FMLA leave for up to twelve (12) weeks per rolling 12-month period.

During a single 12-month period, an eligible employee’s FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The “single 12-month period” is measured forward from the date the employee’s first FMLA leave to care for the covered servicemember begins.

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member’s serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member’s or employee’s own serious health condition. Any substitution required by this policy will count against the employee’s family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee’s leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

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

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee’s spouse, parent, or child; and
4. the employee’s own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee’s or family member’s health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

Eligibility

To be eligible for family and medical leave, an employee must either:

1. Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave, or
2. Be a full-time classroom teacher.

Notice

If possible, employees must provide at least 30 days’ notice to the District of the date when a leave is to begin. If 30 days’ notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

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Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by law.

Implementing Procedures

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

LEGAL REF.:

Family and Medical Leave Act, [29 U.S.C. § 2601](#) *et seq.*, [29 C.F.R. Part 825](#).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays and Leaves)

ADOPTED: February 5, 2015

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REVIEWED: September 1, 2016

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Professional Personnel

5:190 Certification

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.

Each certified staff member must have a current Illinois certificate which legally qualifies him or her for the duties for which he or she is employed. The staff member shall be responsible for securing and maintaining a valid educator licensure.

Each teacher shall have a valid proof of certification in the District's central office no later than the end of the first week of school, each school year. On or before each September 1, each teacher must have a complete, up-to-date set of college transcripts, including any new credits, on file with the Superintendent. The teacher shall notify the Superintendent of a certification change within 30 days after it has occurred.

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21-11.4](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

ADOPTED: May 6, 2008

REVISED: February 2, 2017

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Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Instruction

6:270 Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and or personal assistance.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.:

[105 ILCS 5/10-22.24a](#) and [5/10-22.24b](#).

[23 Ill.Admin.Code §1.420\(q\)](#).

CROSS REF.: 2:240 (Board Policy Development), 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED: September 10, 2002

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REVIEWED: January 12, 2016

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Students

7:240 Code of Conduct for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and instructors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. 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 removal from the activity. The conduct code should notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

Participants in extracurricular activities must abide by the code of conduct 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 instructors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

LEGAL REF.:

[*Board of Education of Independent School Dist. No. 92 v. Earls*](#), 122 S.Ct. 2559 (2002).

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

[*Veronia School Dist. 475 v. Acton*](#), 515 U.S. 646 (1995).

[105 ILCS 5/24-24](#), [5/27-23.3](#), and [25/2](#).

CROSS REF.: 5:280 (Teacher Aides, Coaches, and Bus Drivers), 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)

ADOPTED: September 10, 2002

REVISED: May 5, 2016

REVIEWED: May 5, 2016

Lincolnwood School District 74

August 20, 2021 Policy Committee Meeting - Policy Committee Review of the Policy Manual Project

Students

7:300 Extracurricular Athletics

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

1. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. Middle School students must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
3. Middle School Students Only: **No less than five (5) business days** prior to trying out practicing or participating, the student must obtain a sports physical examination by a licensed physician, certifying in the attached form that the student's health status allows for extracurricular active athletic participation. The sports physical examination is valid for one year from the date of the examination and must be on file in the School Nurse's office.
4. 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](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[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 Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: September 10, 2002

REVISED: February 4, 2016

REVIEWED: February 4, 2016

Lincolnwood School District 74
