

**Board of Education**  
**Regular Business Board Meeting**

Monday, February 8, 2021

Remote Meeting via ZOOM - [www.dupage88.net/boardstream](http://www.dupage88.net/boardstream)

2 Friendship Plaza

Addison, Illinois 60101

7:30 PM

**AGENDA**

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Petitions and Hearings**

It is the practice of this Board of Education to provide a place on the agenda for and welcome comments and suggestions from the public.

5. **Discussion Items Requiring No Action\***

\*These items will be considered as part of a Consent Agenda for February 22, 2021, unless otherwise decided by the Board.

- A. Appointment of School Treasurer for 2021-2022

## **APPOINTMENT OF SCHOOL TREASURER 2021-2022**

Board policy #2:110 states that the Treasurer of the Board shall be either an elected member of the Board who serves a 1-year term or an appointed non-board member who serves at the Board's pleasure. It has been the practice of the school board to appoint the Chief Financial Officer as the School Treasurer.

It is recommended that Edward J. Hoster be appointed to serve as the school Treasurer for the 2021-2022 year.

B. Financial Reports:  
1) List of Bills for January 2021

**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** February 3, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** List of Bills for January 2021

Attached is a summary list of bills including payroll and vendor transactions for the month of January 2021.

**Recommendation:**

It is recommended that the Board of Education approve the list of payroll and vendor transactions for the month of January 2021.

Cc: Mr. Edward Hoster

LIST OF BILLS - January 2021

It is recommended that the expenditures, by fund, be approved for January 2021

	<u>Payroll Expense</u>	<u>Accounts Payable</u>	<u>Total</u>
Education Fund	\$3,890,488.56	\$584,120.67	\$4,474,609.23
O&M Fund	\$322,267.78	\$202,209.26	\$524,477.04
Debt Services	\$0.00	\$3,861.00	\$3,861.00
Transportation Fund	\$0.00	\$382,105.19	\$382,105.19
IMR Fund	\$173,469.21	\$0.00	\$173,469.21
Capital Projects Fund	\$0.00	\$14,021.97	\$14,021.97
Total Board	<u>\$4,386,225.55</u>	<u>\$1,186,318.09</u>	<u>\$5,572,543.64</u>
Activity Fund	\$0.00	\$25,869.12	\$25,869.12
Grand Total	<u><u>\$4,386,225.55</u></u>	<u><u>\$1,212,187.21</u></u>	<u><u>\$5,598,412.76</u></u>

BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds  
from January 1, 2021 through January 31, 2021

Education Fund (10)

Check No. 556067 to 556095		\$ 16,611.66
556096 to 556117		94,779.52
555781	Void	(1,569.99)
556121 to 556164		27,295.53
556165 to 556215		139,661.78
556118 & 556119		14,177.07
556221 to 556263		76,407.30
556265 to 556314		751,060.39
556319 to 556364		39,755.05
556366 to 556418		98,565.88
556317 & 556318		14,127.03
		\$ 1,270,871.22
W/T Fidelity 403B	01/15/21	\$ 14,178.50
W/T TRS Employee W/H	01/15/21	119,727.33
W/T THIS Employee W/H	01/15/21	16,495.71
W/T TRS Board Pd Employee Share	01/15/21	7,637.77
W/T TRS Board Share	01/15/21	8,163.67
W/T THIS Board Pd Employee Share	01/15/21	957.62
W/T THIS Board Share	01/15/21	12,949.28
W/T-Federal Taxes	01/15/21	\$ 190,070.21
W/T-FICA/MED Taxes	01/15/21	48,891.35
W/T-State Taxes	01/15/21	74,504.60
W/T-Child Support W/H	01/15/21	1,948.35
W/T-Credit Union	01/15/21	4,487.00
Payroll Checks 358039 through 358067	01/15/21	35,702.14
Direct Deposit Transfers V210644-V211169	01/15/21	1,144,171.83
W/T 5/3 Credit Card Payment	01/21/21	\$ 2,726.59
W/T Fidelity 403B	01/29/21	14,303.50
W/T TRS Employee W/H	01/29/21	123,570.71
W/T THIS Employee W/H	01/29/21	17,025.27
W/T TRS Board Share	01/29/21	8,423.13
W/T TRS Board Pd EE Share	01/29/21	7,838.54
W/T THIS Board Share	01/29/21	13,360.83
W/T THIS Board Pd EE Share	01/29/21	982.79
W/T IMRF Employee W/H	01/29/21	31,483.22
W/T IMRF Employee Voluntary	01/29/21	10,271.19
W/T-Federal Taxes	01/29/21	\$ 197,488.86
W/T-FICA/MED Taxes	01/29/21	50,272.25
W/T-State Taxes	6 01/29/21	76,863.36

BOARD OF EDUCATION  
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Recapitulation of Checks and Vouchers written from Board Funds  
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W/T-Child Support W/H	01/29/21	1,948.35
W/T-Credit Union	01/29/21	4,890.83
Payroll Checks 358068 through 358098	01/29/21	34,650.84
Direct Deposit Transfers V211170-V211694	01/29/21	<u>1,184,168.02</u>
Total Education Fund		\$ 4,731,024.86

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O & M Fund (20)

Check No. 556069 to 556091		\$ 3,018.80
556099 & 556117		2,153.16
556120 to 556163		21,622.61
556169 to 556219		60,850.12
556220 to 556264		20,577.20
556266 to 556316		81,896.92
556320 to 556365		16,761.55
556382 to 556415		<u>61,181.05</u>
Total O & M Fund		\$ 268,061.41

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Debt Service Fund (30)

Check No. 556172		\$ 3,861.00
Total Debt Services Fund		<u>\$ 3,861.00</u>

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Transportation Fund (40)

Check No. 556070 & 556092		\$ 33,147.36
556101, 556102 & 556117		67,751.37
556222 to 556262		14,482.08
556362		1,975.00
556375, 556409 & 556415		<u>264,749.38</u>
Total Transportation Fund		\$ 382,105.19

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IMR Fund (50)

W/T-Board FICA/Med	01/15/21	\$ 48,891.35
W/T Board Share	01/29/21	\$ 70,630.06
W/T IMRF Board Pd EE Share	01/29/21	3,675.55
W/T-Board FICA/Med	01/29/21	<u>50,272.25</u>
Total IMR Fund		\$ 173,469.21

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Capital Projects Fund (60)

Check No. 556365		\$ 14,021.97
Total Capital Projects Fund	7	<u>\$ 14,021.97</u>

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BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds  
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Activity Fund (91)

Check No.	3911 through 3924		\$ 11,809.17
	3812	Void	(125.00)
	3925 through 3955		6,255.46
	3956 through 3968		3,601.21
	3721	Void	(195.00)
	3969 through 3982		4,523.28
	Total Activity Fund		\$ 25,869.12

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GRAND TOTAL CHECKS AND TRANSFERS		\$ 5,598,412.76
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TO THE TREASURER OF THE BOARD OF EDUCATION OF DU PAGE HIGH SCHOOL DISTRICT 88:  
We certify this to be a true and correct copy of the payments authorized and approved as shown by the Minutes  
of the Board of Education of DuPage High School District 88, DuPage County, Illinois at its February meeting.

President: \_\_\_\_\_

\_\_\_\_\_

Secretary: \_\_\_\_\_

\_\_\_\_\_



**Vendors over \$0.00**  
 01-01-2021 to 01-31-2021  
 Generated on 02-03-2021 at 6:20 PM  
 Total Results: 296

<b>ACACIA ACADEMY (42126)</b>			<b>\$9,470.08</b>
01-06-2021 Regular - Check #: 556096			\$5,477.84
SPED PRIVATE TUITION WBHS	Education Fund		\$5,477.84
01-20-2021 Regular - Check #: 556265			\$3,992.24
SPED PRIVATE TUITION WBHS	Education Fund		\$3,992.24
<b>ACCESS ONE INC. (55660)</b>			<b>\$2,424.35</b>
01-20-2021 Regular - Check #: 556266			\$2,424.35
MEDIA SERVICE	O & M Fund		\$2,424.35
<b>ACCURATE OFFICE SUPPLY CO. (15633)</b>			<b>\$470.05</b>
01-06-2021 Regular - Check #: 556067			\$58.95
SUPPLIES CENT SUPPORT SER	Education Fund		\$23.39
SUPPLIES CENT SUPPORT SER	Education Fund		\$16.56
SUPPLIES CENT SUPPORT SER	Education Fund		\$19.00
01-28-2021 Regular - Check #: 556319			\$411.10
SUPPLIES CENT SUPPORT SER	Education Fund		\$144.64
SUPPLIES CENT SUPPORT SER	Education Fund		\$30.25
SUPPLIES CENT SUPPORT SER	Education Fund		\$142.13
SUPPLIES CENT SUPPORT SER	Education Fund		\$94.08
<b>ACSI MECHANICAL GROUP (58222)</b>			<b>\$5,902.00</b>
01-20-2021 Regular - Check #: 556220			\$5,902.00
PUR SVC WB MAINTENANCE	O & M Fund		\$2,951.00
PUR SVC AT MAINTENANCE	O & M Fund		\$2,951.00
<b>ADA BADMINTON &amp; TENNIS (45886)</b>			<b>\$732.00</b>
01-13-2021 Regular - Check #: 556121			\$732.00
SUPPLIES AT PE	Education Fund		\$732.00
<b>ADDISON FLORAL, INC (124)</b>			<b>\$118.00</b>
01-06-2021 Regular - Check #: 556068			\$118.00
SUPPLIES AT PRIN OFF	Education Fund		\$59.00
SUPPLIES AT PRIN OFF	Education Fund		\$59.00
<b>ADDISON PARK DISTRICT (132)</b>			<b>\$24,739.40</b>

01-20-2021 Regular - Check #: 556221			\$24,739.40
RENTAL WB ATHLETICS	Education Fund	\$12,369.70	
RENTAL AT ATHLETICS	Education Fund	\$12,369.70	
<b>ADDISON TRAIL MUSIC BOOSTERS (17863)</b>			<b>\$0.00</b>
01-25-2021 Void - Check #: 3721			(\$195.00)
AT RESERVE ACTIVITY	Activity Fund	\$195.00	
AT RESERVE ACTIVITY	Activity Fund	(\$195.00)	
01-28-2021 Regular - Check #: 3969			\$195.00
AT RESERVE ACTIVITY	Activity Fund	\$195.00	
<b>AHEAD OF OUR TIME PUBLISHING (54485)</b>			<b>\$500.00</b>
01-20-2021 Regular - Check #: 556267			\$500.00
PUR SVC BOE OTHER	Education Fund	\$500.00	
<b>ALARM DETECTION SYSTEMS (21664)</b>			<b>\$868.98</b>
01-06-2021 Regular - Check #: 556069			\$868.98
PUR SVC AT OPERATIONS	O & M Fund	\$868.98	
<b>ALBERTSONS (49303)</b>			<b>\$433.44</b>
01-28-2021 Regular - Check #: 556321			\$163.54
SUPPLIES AT SPED	Education Fund	\$163.54	
01-28-2021 Regular - Check #: 556322			\$269.90
SUPPLIES AT SPED	Education Fund	\$269.90	
<b>ALEXIAN BROTHERS CORPORATE (56786)</b>			<b>\$113.00</b>
01-20-2021 Regular - Check #: 556222			\$113.00
SP ED TRANSPORTATION	Transportation Fund	\$113.00	
<b>ALL STAR DRAPERY (48810)</b>			<b>\$255.00</b>
01-13-2021 Regular - Check #: 556123			\$255.00
SUPPLIES WB MAINTENANCE	O & M Fund	\$255.00	
<b>ALLAN E RENDAK (57697)</b>			<b>\$89.00</b>
01-28-2021 Regular - Check #: 556366			\$89.00
SUPPLIES WB MUSIC	Education Fund	\$89.00	
<b>ALLENA SIMON (58131)</b>			<b>\$76.82</b>
01-06-2021 Regular - Check #: 556097			\$76.82
PUR SVC SPED TRANSITIONS	Education Fund	\$76.82	
<b>ALMA VILLEGAS (48229)</b>			<b>\$123.88</b>
01-28-2021 Regular - Check #: 3970			\$123.88
CLASSIFIED MEDICAL REIMB	Activity Fund	\$123.88	
<b>AMAZON CAPITAL SERVICES (58120)</b>	10		<b>\$2,651.18</b>
01-13-2021 Regular - Check #: 556124			\$2,474.94

DIST INSTR SUP-CARES	Education Fund	\$2,433.00	
DIST TECH MATERIALS	Education Fund	\$41.94	
01-20-2021 Regular - Check #: 556223			\$176.24
DIST TECH MATERIALS	Education Fund	\$161.76	
DIST TECH MATERIALS	Education Fund	\$8.49	
DIST TECH MATERIALS	Education Fund	\$5.99	
<b>AMERICAN SOCIETY OF COMPOSERS (52290)</b>			<b>\$367.00</b>
01-13-2021 Regular - Check #: 556165			\$367.00
SUPPLIES WB PRIN OFF	Education Fund	\$183.50	
SUPPLIES AT PRIN OFF	Education Fund	\$183.50	
<b>AMERITAS (52853)</b>			<b>\$238.00</b>
01-13-2021 Regular - Check #: 556166			\$119.00
EDUCATION FUND	Education Fund	\$119.00	
01-28-2021 Regular - Check #: 556367			\$119.00
EDUCATION FUND	Education Fund	\$119.00	
<b>AMY FERRARO (41761)</b>			<b>\$80.00</b>
01-28-2021 Regular - Check #: 556368			\$80.00
P.S.IMP INST TITLE II	Education Fund	\$80.00	
<b>AMY PESCHKE (53875)</b>			<b>\$799.99</b>
01-13-2021 Regular - Check #: 556167			\$799.99
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$199.99	
<b>AMY WELTIN (58054)</b>			<b>\$650.00</b>
01-13-2021 Regular - Check #: 556168			\$400.00
TUITION REIMBURSEMENT	Education Fund	\$400.00	
01-28-2021 Regular - Check #: 556369			\$250.00
P.S.IMP INST TITLE II	Education Fund	\$250.00	
<b>ANDREW WILHOIT (56810)</b>			<b>\$175.00</b>
01-06-2021 Regular - Check #: 556098			\$175.00
PUR SVC WB ATH	Education Fund	\$175.00	
<b>ANGELA RUIZ (57098)</b>			<b>\$316.98</b>
01-28-2021 Regular - Check #: 3971			\$316.98
CLASSIFIED MEDICAL REIMB	Activity Fund	\$316.98	
<b>APPLE COMPUTERS (45217)</b>			<b>\$2,498.00</b>
01-20-2021 Regular - Check #: 556224			\$2,498.00
NON CAP EQUIP CTEI	Education Fund	\$2,498.00	
<b>ASHLEY ANDERSON (56740)</b>			<b>\$423.06</b>

01-13-2021 Regular - Check #: 3925		\$423.06
STUDENT COUNCIL	Activity Fund	\$423.06
<b>ASSURED SOLUTIONS (58121)</b>		<b>\$17,154.39</b>
01-13-2021 Regular - Check #: 556122		\$7,532.52
SUPPLIES WB MAINTENANCE	O & M Fund	\$7,532.52
01-28-2021 Regular - Check #: 556320		\$9,621.87
SUPPLIES AT MAINTENANCE	O & M Fund	\$9,510.25
SUPPLIES WB MAINTENANCE	O & M Fund	\$111.62
<b>AT&amp;T (18491)</b>		<b>\$7,879.39</b>
01-06-2021 Regular - Check #: 556099		\$2,065.53
MEDIA SERVICE	O & M Fund	\$2,065.53
01-13-2021 Regular - Check #: 556169		\$1,682.80
MEDIA SERVICE	O & M Fund	\$1,682.80
01-20-2021 Regular - Check #: 556269		\$4,131.06
MEDIA SERVICE	O & M Fund	\$4,131.06
<b>AURORA NAPER TRANSPORTATION (54285)</b>		<b>\$42,870.00</b>
01-06-2021 Regular - Check #: 556070		\$32,885.00
SP ED TRANSPORTATION	Transportation Fund	\$32,885.00
01-20-2021 Regular - Check #: 556225		\$9,985.00
SP ED TRANSPORTATION	Transportation Fund	\$9,985.00
<b>AXA EQUITABLE (7986)</b>		<b>\$46,507.62</b>
01-13-2021 Regular - Check #: 556170		\$23,097.56
EDUCATION FUND	Education Fund	\$23,097.56
01-28-2021 Regular - Check #: 556370		\$23,410.06
EDUCATION FUND	Education Fund	\$23,410.06
<b>AYESHA RIZVI (56795)</b>		<b>\$230.00</b>
01-28-2021 Regular - Check #: 556371		\$230.00
P.S.IMP INST TITLE II	Education Fund	\$230.00
<b>B &amp; H PHOTO VIDEO (22440)</b>		<b>\$2,899.84</b>
01-13-2021 Regular - Check #: 556125		\$2,532.47
SUPPLIES CARL PERKINS	Education Fund	\$880.57
NON CAP EQUIP CTEI	Education Fund	\$795.99
SUPPLIES C&T ED IMP GRANT	Education Fund	\$494.56
SUPPLIES C&T ED IMP GRANT	Education Fund	\$191.25
SUPPLIES WB TECH	Education Fund	\$170.10
01-28-2021 Regular - Check #: 556323	12	\$367.37
SUPPLIES AT MUSIC	Education Fund	\$249.45
SUPPLIES AT MUSIC	Education Fund	\$117.92

<b>BARNES AND NOBLE (27835)</b>			<b>\$1,609.50</b>
01-13-2021	Regular - Check #: 556126		\$1,609.50
	SUPPLIES WB ENGLISH	Education Fund	\$1,609.50
<b>BEN STEWART (51834)</b>			<b>\$504.00</b>
01-20-2021	Regular - Check #: 556226		\$504.00
	PUR SVC WB ATH	Education Fund	\$504.00
<b>BIDD CONSULTING (53121)</b>			<b>\$1,568.91</b>
01-20-2021	Regular - Check #: 556227		\$1,568.91
	P.S.IMP INST TITLE II	Education Fund	\$1,568.91
<b>BLICK ART MATERIALS LLC (7044)</b>			<b>\$1,220.35</b>
01-13-2021	Regular - Check #: 556127		\$385.39
	SUPPLIES CARL PERKINS	Education Fund	\$385.39
01-20-2021	Regular - Check #: 556228		\$452.31
	SUPPLIES WB ART	Education Fund	\$452.31
01-28-2021	Regular - Check #: 556324		\$25.96
	SUPPLIES AT ART	Education Fund	\$25.96
01-28-2021	Regular - Check #: 556325		\$356.69
	SUPPLIES WB ART	Education Fund	\$356.69
<b>BLUE CROSS AND BLUE SHIELD (51874)</b>			<b>\$3,505.77</b>
01-20-2021	Regular - Check #: 556270		\$3,505.77
	DIST MEDICAL INS-EDUC	Education Fund	\$2,818.71
	DIST MEDICAL INS-O&M	O & M Fund	\$687.06
<b>BLUE CROSS BLUE SHIELD OF IL (54931)</b>			<b>\$36,656.79</b>
01-20-2021	Regular - Check #: 556285		\$36,656.79
	DIST MEDICAL INS-EDUC	Education Fund	\$34,892.29
	DIST MEDICAL INS-O&M	O & M Fund	\$1,764.50
<b>BPA ILLINOIS ASSOCIATION (40550)</b>			<b>\$980.00</b>
01-28-2021	Regular - Check #: 556372		\$980.00
	VOC STUDENT TRAVEL	Education Fund	\$525.00
	SUPPLIES WB STUDENT ACTIV	Education Fund	\$455.00
<b>BRANDON MURPHY (51441)</b>			<b>\$1,043.90</b>
01-28-2021	Regular - Check #: 3972		\$1,043.90
	CLASS CHILD CARE REIMB	Activity Fund	\$1,000.00
	ADMIN MEDICAL REIMB.	Activity Fund	\$43.90
<b>BRANKICA PULIA (57075)</b>			<b>\$449.00</b>
01-13-2021	Regular - Check #: 556171	13	\$449.00
	TUITION REIMBURSEMENT	Education Fund	\$449.00

<b>BROOKE SIMON (58205)</b>			<b>\$59.88</b>
01-06-2021	Regular - Check #: 556100		\$59.88
	SUPPLIES WB READING	Education Fund	\$59.88
<b>BSN SPORTS (3284)</b>			<b>\$9,243.84</b>
01-06-2021	Regular - Check #: 3911		\$833.96
	ATHLETIC SPECIAL PROJECTS	Activity Fund	\$447.92
	ATHLETIC SPECIAL PROJECTS	Activity Fund	\$386.04
01-20-2021	Regular - Check #: 556229		\$5,755.93
	SUPPLIES WB ATHLETICS	Education Fund	\$3,465.00
	SUPPLIES WB ATHLETICS	Education Fund	\$1,574.74
	SUPPLIES WB ATHLETICS	Education Fund	\$567.32
	SUPPLIES WB ATHLETICS	Education Fund	\$148.87
01-28-2021	Regular - Check #: 556326		\$2,653.95
	SUPPLIES AT ATH	Education Fund	\$2,653.95
<b>BURRIS EQUIPMENT CO. (2343)</b>			<b>\$184.77</b>
01-13-2021	Regular - Check #: 556128		\$184.77
	SUPPLIES AT MAINTENANCE	O & M Fund	\$184.77
<b>BUTTREY RENTAL SERVICE, INC. (22317)</b>			<b>\$225.00</b>
01-13-2021	Regular - Check #: 556129		\$225.00
	SUPPLIES WB MAINTENANCE	O & M Fund	\$225.00
<b>C.O.R.E. ACADEMY (54810)</b>			<b>\$4,931.24</b>
01-20-2021	Regular - Check #: 556271		\$4,931.24
	SPED PRIVATE TUITION WBHS	Education Fund	\$2,465.62
	SPED PRIVATE TUITION ATHS	Education Fund	\$2,465.62
<b>CAMELOT SCHOOL (40802)</b>			<b>\$15,463.84</b>
01-20-2021	Regular - Check #: 556272		\$15,463.84
	SPED PRIVATE TUITION WBHS	Education Fund	\$7,731.92
	SPED PRIVATE TUITION ATHS	Education Fund	\$7,731.92
<b>CANON FINANCIAL SERVICES (45470)</b>			<b>\$3,861.00</b>
01-13-2021	Regular - Check #: 556172		\$3,861.00
	AT CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$1,127.78
	WB CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$1,127.78
	WB CAPITAL LEASE-INTEREST	Debt Service Fund	\$5.22
	AT CAPITAL LEASE-INTEREST	Debt Service Fund	\$5.22
	AT CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$682.74
	WB CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$682.74
	DO CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$151.72
	AT CAPITAL LEASE-INTEREST	Debt Service Fund	\$35.01

WB CAPITAL LEASE-INTEREST	Debt Service Fund	\$35.01
DO CAPITAL LEASE-INTEREST	Debt Service Fund	\$7.78
<b>CAREER SAFE (48703)</b>		<b>\$350.00</b>
01-28-2021 Regular - Check #: 556327		\$350.00
SUPPLY AT VOC ED I&T	Education Fund	\$350.00
<b>CDW GOVERNMENT, INC. (15858)</b>		<b>\$753.95</b>
01-06-2021 Regular - Check #: 556071		\$753.95
DIST TECH MATERIALS	Education Fund	\$385.00
DIST TECH MATERIALS	Education Fund	\$149.95
DIST TECH MATERIALS	Education Fund	\$1.00
DIST TECH MATERIALS	Education Fund	\$199.00
DIST TECH MATERIALS	Education Fund	\$19.00
<b>CENGAGE LEARNING INC (50937)</b>		<b>\$2,368.13</b>
01-20-2021 Regular - Check #: 556230		\$2,368.13
SUPPLIES WB TITLE I	Education Fund	\$1,312.50
SUPPLY WB VOC ED I&T	Education Fund	\$990.00
SUPPLIES WB TITLE I	Education Fund	\$65.63
<b>CENTURY SPRINGS (47088)</b>		<b>\$51.25</b>
01-20-2021 Regular - Check #: 556231		\$45.00
SUPPLIES WB PRIN OFF	Education Fund	\$45.00
01-28-2021 Regular - Check #: 556328		\$6.25
SUPPLIES WB PRIN OFF	Education Fund	\$6.25
<b>CHARLENE HEHN (58210)</b>		<b>\$120.00</b>
01-13-2021 Regular - Check #: 3926		\$120.00
PARENTS OF WB (POW)	Activity Fund	\$120.00
<b>CHARLES SYPERSKI (44256)</b>		<b>\$265.99</b>
01-13-2021 Regular - Check #: 3927		\$265.99
ADMIN MEDICAL REIMB.	Activity Fund	\$265.99
<b>CHARTWELLS DINING SERVICES (56108)</b>		<b>\$74,327.03</b>
01-13-2021 Regular - Check #: 556173		\$74,327.03
PUR SVC WB FOOD SERVICE	Education Fund	\$47,222.03
PUR SVC AT FOOD SERVICES	Education Fund	\$27,105.00
<b>CHEROKEE ROSE EMBROIDERY INC (43374)</b>		<b>\$96.00</b>
01-28-2021 Regular - Check #: 556329		\$96.00
SUPPLIES WB PRIN OFF	Education Fund	\$96.00
<b>CHICAGO OFFICE TECHNOLOGY GROUP (48568)</b>	15	<b>\$312.97</b>
01-13-2021 Regular - Check #: 556174		\$312.97
DUPLICATING AT PRIN OFF	Education Fund	\$312.97

<b>CHICAGO TRIBUNE (2107)</b>			<b>\$218.02</b>
01-20-2021	Regular - Check #: 556273		\$211.52
	PUR SVC BOE PUBLIC REL	Education Fund	\$195.00
	PERIODICALS AT LIBRARY	Education Fund	\$16.52
01-28-2021	Regular - Check #: 556373		\$6.50
	PERIODICALS WB LIBRARY	Education Fund	\$6.50
<b>CHICAGO VOYAGERS (52377)</b>			<b>\$541.00</b>
01-20-2021	Regular - Check #: 556232		\$541.00
	SUPPLIES AT STUDENT ACTIV	Education Fund	\$541.00
<b>CHRIS BAZANT (55629)</b>			<b>\$50.00</b>
01-06-2021	Regular - Check #: 3912		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
<b>CHRISTOPHER KIRKPATRICK (58215)</b>			<b>\$10.00</b>
01-13-2021	Regular - Check #: 556175		\$10.00
	P.S.IMP INST TITLE II	Education Fund	\$10.00
<b>CINTAS FIRE PROTECTION (56606)</b>			<b>\$964.60</b>
01-13-2021	Regular - Check #: 556130		\$488.46
	PUR SVC AT MAINTENANCE	O & M Fund	\$488.46
01-28-2021	Regular - Check #: 556330		\$476.14
	PUR SVC WB MAINTENANCE	O & M Fund	\$476.14
<b>CLARE WOODS ACADEMY (870)</b>			<b>\$7,712.16</b>
01-20-2021	Regular - Check #: 556274		\$7,712.16
	SPED PRIVATE TUITION WBHS	Education Fund	\$4,872.48
	SPED PRIVATE TUITION ATHS	Education Fund	\$2,839.68
<b>COLEEN BRECHIN (42762)</b>			<b>\$14.98</b>
01-13-2021	Regular - Check #: 556176		\$14.98
	SUPPLIES AT READING LAB	Education Fund	\$14.98
<b>COLLEY ELEVATOR COMPANY (51115)</b>			<b>\$748.00</b>
01-13-2021	Regular - Check #: 556131		\$748.00
	PUR SVC WB OPERATIONS	O & M Fund	\$344.00
	PUR SVC AT OPERATIONS	O & M Fund	\$280.00
	PUR SVC DO OPERATION	O & M Fund	\$124.00
<b>COLONIAL LIFE &amp; ACCIDENT INS. (15805)</b>			<b>\$300.80</b>
01-28-2021	Regular - Check #: 556374		\$300.80
	EDUCATION FUND	Education Fund	\$300.80
<b>COMED (1285)</b>			<b>\$25.61</b>
		16	
01-13-2021	Regular - Check #: 556177		\$25.61

ELECTRICITY DO	O & M Fund	\$25.61	
<b>COMPUTER MAINTENANCE INCORPORATED (54780)</b>			<b>\$757.89</b>
01-13-2021 Regular - Check #: 556132			\$757.89
R&M WB I&T	Education Fund	\$757.89	
<b>CONNECTIONS DAY SCHOOL (53579)</b>			<b>\$3,677.47</b>
01-20-2021 Regular - Check #: 556275			\$3,677.47
SPED PRIVATE TUITION WBHS	Education Fund	\$3,574.62	
SPED PRIVATE TUITION WBHS	Education Fund	\$102.85	
<b>COTTAGE HILL OPERATING CO. (1670)</b>			<b>\$260,647.56</b>
01-05-2021 Void - Check #: 555364			(\$17,317.16)
SP ED TRANSPORTATION	Transportation Fund	\$17,317.16	
SP ED TRANSPORTATION	Transportation Fund	(\$17,317.16)	
01-06-2021 Regular - Check #: 556101			\$17,317.16
SP ED TRANSPORTATION	Transportation Fund	\$17,317.16	
01-28-2021 Regular - Check #: 556375			\$260,647.56
SP ED TRANSPORTATION	Transportation Fund	\$90,477.30	
SP ED TRANSPORTATION	Transportation Fund	\$70,957.49	
SP ED TRANSPORTATION	Transportation Fund	\$69,269.24	
SP ED TRANSPORTATION	Transportation Fund	\$20,908.49	
SP ED TRANSPORTATION	Transportation Fund	\$9,035.04	
<b>COTTAGE HILL OPERATING CO. (236)</b>			<b>\$50,404.85</b>
01-06-2021 Regular - Check #: 556102			\$50,404.85
PUR SVC TRANSPORTATION	Transportation Fund	\$50,404.85	
<b>COURTNEY VALA (51568)</b>			<b>\$861.15</b>
01-20-2021 Regular - Check #: 556276			\$603.55
SUPPLIES WB I&T	Education Fund	\$566.87	
SUPPLIES WB I&T	Education Fund	\$36.68	
01-20-2021 Regular - Check #: 3956			\$3.03
PRODUCTION/SCREENPRINTING	Activity Fund	\$3.03	
01-28-2021 Regular - Check #: 556376			\$254.57
SUPPLIES WB I&T	Education Fund	\$166.78	
SUPPLIES WB I&T	Education Fund	\$87.79	
<b>CUSTOM BINDERY (45930)</b>			<b>\$524.16</b>
01-20-2021 Regular - Check #: 556233			\$524.16
SUPPLIES WB PRIN OFF	Education Fund	\$524.16	
<b>DALILA RAMIREZ (58074)</b>			<b>\$450.00</b>
	17		
01-13-2021 Regular - Check #: 3928			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	

01-28-2021 Regular - Check #: 556377			\$400.00
TUITION REIMBURSEMENT	Education Fund		\$400.00
<b>DANA MARINE (55846)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3929			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
<b>DANIEL FERNANDEZ (55800)</b>			<b>\$1,600.00</b>
01-13-2021 Regular - Check #: 556178			\$1,600.00
TUITION REIMBURSEMENT	Education Fund		\$800.00
TUITION REIMBURSEMENT	Education Fund		\$800.00
<b>DANIELLE BRINK (53771)</b>			<b>\$627.99</b>
01-06-2021 Regular - Check #: 556103			\$69.00
PUR SVC BOE PUBLIC REL	Education Fund		\$69.00
01-20-2021 Regular - Check #: 556277			\$214.00
PUR SVC BOE PUBLIC REL	Education Fund		\$115.00
PUR SVC BOE PUBLIC REL	Education Fund		\$99.00
01-28-2021 Regular - Check #: 556378			\$344.99
PUR SVC BOE PUBLIC REL	Education Fund		\$344.99
<b>DAOES/TECHNOLOGY (29208)</b>			<b>\$5,696.25</b>
01-28-2021 Regular - Check #: 556331			\$5,696.25
TECH. CENTER MEMBERSHIP	Education Fund		\$5,180.75
TECH. CENTER MEMBERSHIP	Education Fund		\$515.50
<b>DEBBIE WATERLOO (58214)</b>			<b>\$80.00</b>
01-13-2021 Regular - Check #: 3930			\$80.00
PARENTS OF WB (POW)	Activity Fund		\$80.00
<b>DECA INC (23201)</b>			<b>\$357.00</b>
01-28-2021 Regular - Check #: 3979			\$357.00
DISTRIBUTIVE EDUCATION	Activity Fund		\$357.00
<b>DENISE GLAPINSKI (58211)</b>			<b>\$100.00</b>
01-13-2021 Regular - Check #: 3931			\$100.00
PARENTS OF WB (POW)	Activity Fund		\$100.00
<b>DESTINATION ATHLETE OF COOK/DUPAGE (58123)</b>			<b>\$2,748.00</b>
01-06-2021 Regular - Check #: 556104			\$316.00
SUPPLIES WB ATHLETICS	Education Fund		\$316.00
01-06-2021 Regular - Check #: 3913			\$2,432.00
WB ATH RES ACT 2014	Activity Fund		\$2,432.00
<b>DIANE VEGTER (18419)</b>			<b>\$100.00</b>
01-13-2021 Regular - Check #: 3932		18	\$100.00

DIST WELLNESS INITIATIVE	Activity Fund	\$100.00	
<b>DIRECTV (53560)</b>			<b>\$136.23</b>
01-13-2021 Regular - Check #: 556179			\$136.23
MEDIA SERVICE	O & M Fund	\$136.23	
<b>DISTRIBUTIVE EDUCATION CLUBS OF ILL (27844)</b>			<b>\$20.00</b>
01-28-2021 Regular - Check #: 3974			\$20.00
DISTRIBUTIVE EDUCATION	Activity Fund	\$20.00	
<b>DUPAGE DIST #88 COUNCIL (58128)</b>			<b>\$68.00</b>
01-13-2021 Regular - Check #: 556180			\$34.00
EDUCATION FUND	Education Fund	\$34.00	
01-28-2021 Regular - Check #: 556380			\$34.00
EDUCATION FUND	Education Fund	\$34.00	
<b>DUPAGE DISTRICT #88 COUNCIL (46995)</b>			<b>\$1,088.67</b>
01-13-2021 Regular - Check #: 556181			\$543.98
EDUCATION FUND	Education Fund	\$543.98	
01-28-2021 Regular - Check #: 556381			\$544.69
EDUCATION FUND	Education Fund	\$544.69	
<b>DUPAGE FEDERATION ON HUMAN (52449)</b>			<b>\$55.00</b>
01-20-2021 Regular - Check #: 556234			\$55.00
PS IDEA B SUPPORT SVCS	Education Fund	\$55.00	
<b>DUPAGE SECURITY SOLUTIONS INC (651)</b>			<b>\$29.40</b>
01-13-2021 Regular - Check #: 556133			\$29.40
SUPPLIES WB PRIN OFF	Education Fund	\$29.40	
<b>DYNEGY ENERGY SERVICES (55868)</b>			<b>\$79,009.92</b>
01-13-2021 Regular - Check #: 556182			\$38,334.53
ELECTRICITY WB UTILITY	O & M Fund	\$38,334.53	
01-13-2021 Regular - Check #: 556183			\$3,432.82
ELECTRICITY DO	O & M Fund	\$3,432.82	
01-28-2021 Regular - Check #: 556382			\$37,242.57
ELECTRICITY AT UTILITY	O & M Fund	\$37,242.57	
<b>EDUCATIONAL ADVOCACY AND CONSULTING (58165)</b>			<b>\$1,950.00</b>
01-20-2021 Regular - Check #: 556235			\$1,950.00
P.S. INST SVC IDEA B	Education Fund	\$1,950.00	
<b>EDUCATIONAL BENEFIT COOPERATIVE (52629)</b>			<b>\$642,271.52</b>
01-20-2021 Regular - Check #: 556278			\$642,271.52
LIFE INSURANCE/LTD	19 Education Fund	\$3,058.57	
LIFE INSURANCE/LTD	Education Fund	\$300.00	

DIST MEDICAL INS-EDUC	Education Fund	\$307,645.83	
DIST MEDICAL INS-O&M	O & M Fund	\$22,396.20	
RETIREE HEALTH INS-EDUC	Education Fund	\$17,246.87	
RETIREE HEALTH INS-O&M	O & M Fund	\$1,626.00	
DIST MEDICAL INS-EDUC	Education Fund	\$246,423.78	
DIST MEDICAL INS-O&M	O & M Fund	\$39,882.17	
RETIREE HEALTH INS-EDUC	Education Fund	\$2,431.38	
RETIREE HEALTH INS-O&M	O & M Fund	\$1,260.72	
<b>EDYBURN CORPORATION (47491)</b>			<b>\$1,366.47</b>
01-13-2021 Regular - Check #: 3933			\$610.47
STUDENT COUNCIL	Activity Fund	\$610.47	
01-20-2021 Regular - Check #: 556236			\$756.00
SUPPLIES WB PRIN OFF	Education Fund	\$756.00	
<b>ELIZABETH CRAIG (58208)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3934			\$50.00
PARENTS OF WB (POW)	Activity Fund	\$50.00	
<b>EMMA NELSON (58080)</b>			<b>\$1,000.00</b>
01-28-2021 Regular - Check #: 556383			\$1,000.00
TUITION REIMBURSEMENT	Education Fund	\$400.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>ENCOMPASS SUPPLY (57587)</b>			<b>\$554.04</b>
01-06-2021 Regular - Check #: 556072			\$554.04
DIST TECH MATERIALS	Education Fund	\$554.04	
<b>ENZA SPILOTRO (43377)</b>			<b>\$289.00</b>
01-13-2021 Regular - Check #: 3935			\$289.00
POM PONS	Activity Fund	\$289.00	
<b>ERIKA ROMAN (54381)</b>			<b>\$600.00</b>
01-20-2021 Regular - Check #: 556279			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$300.00	
TUITION REIMBURSEMENT	Education Fund	\$300.00	
<b>ESTHER DELGADO (50600)</b>			<b>\$492.69</b>
01-06-2021 Regular - Check #: 556105			\$8.00
IDEA PUP TRANS SERV PS	Education Fund	\$8.00	
01-06-2021 Regular - Check #: 3914			\$32.09
TRANSITIONS PROGRAM	Activity Fund	\$32.09	
01-13-2021 Regular - Check #: 3936	20		\$452.60
CLASSIFIED MEDICAL REIMB	Activity Fund	\$452.60	
<b>FEDEX (21654)</b>			<b>\$33.59</b>

01-06-2021 Regular - Check #: 3915			\$33.59
ATHLETIC SPECIAL PROJECTS	Activity Fund		\$33.59
<b>FOLLETT SCHOOL SOLUTIONS, INC. (55010)</b>			<b>\$11,394.66</b>
01-06-2021 Regular - Check #: 556073			\$462.09
BOOKS AT LIBRARY	Education Fund		\$462.09
01-20-2021 Regular - Check #: 556237			\$9,944.00
TEXTBOOKS WB BOOKSTORE	Education Fund		\$5,008.00
SUPPLIES WB TITLE I	Education Fund		\$3,113.40
TEXTBOOKS AT BOOKSTORE	Education Fund		\$1,822.60
01-28-2021 Regular - Check #: 556332			\$96.40
BOOKS AT LIBRARY	Education Fund		\$96.40
01-28-2021 Regular - Check #: 556333			\$892.17
BOOKS WB LIBRARY	Education Fund		\$653.70
BOOKS WB LIBRARY	Education Fund		\$238.47
<b>FOX TECH ACADEMY (44975)</b>			<b>\$5,005.28</b>
01-20-2021 Regular - Check #: 556280			\$5,005.28
SPED PRIVATE TUITION WBHS	Education Fund		\$5,005.28
<b>FRANCZEK (51822)</b>			<b>\$1,091.50</b>
01-06-2021 Regular - Check #: 556074			\$1,091.50
PUR SVC BOE OTHER	Education Fund		\$1,091.50
<b>FREE AP LLC (57701)</b>			<b>\$734.00</b>
01-13-2021 Regular - Check #: 556134			\$734.00
PUR SVC WB FOOD SERVICE	Education Fund		\$367.00
PUR SVC AT FOOD SERVICES	Education Fund		\$367.00
<b>GABRIELLE HORABIK (58073)</b>			<b>\$435.00</b>
01-06-2021 Regular - Check #: 3916			\$35.00
CHEERLEADING	Activity Fund		\$35.00
01-13-2021 Regular - Check #: 556184			\$400.00
TUITION REIMBURSEMENT	Education Fund		\$400.00
<b>GALIC DISBURSING COMPANY (25119)</b>			<b>\$1,590.00</b>
01-13-2021 Regular - Check #: 556185			\$760.00
EDUCATION FUND	Education Fund		\$760.00
01-28-2021 Regular - Check #: 556385			\$830.00
EDUCATION FUND	Education Fund		\$830.00
<b>GARY WALKER (51734)</b>			<b>\$0.00</b>
01-13-2021 Void - Check #: 555781	21		(\$1,569.99)
PUR SVC WB ATH	Education Fund		\$1,145.00

SUPPLIES WB ATHLETICS	Education Fund	\$424.99	
SUPPLIES WB ATHLETICS	Education Fund	(\$424.99)	
PUR SVC WB ATH	Education Fund	(\$1,145.00)	
01-13-2021 Regular - Check #: 556186			\$1,569.99
PUR SVC WB ATH	Education Fund	\$1,145.00	
SUPPLIES WB ATHLETICS	Education Fund	\$424.99	
<b>GFS (51484)</b>			<b>\$133.82</b>
01-20-2021 Regular - Check #: 556238			\$133.82
SUPPLIES WB FAM CONS	Education Fund	\$99.42	
SUPPLIES WB FAM CONS	Education Fund	\$34.40	
<b>GIANT STEPS ILLINOIS INC. (51506)</b>			<b>\$4,695.60</b>
01-20-2021 Regular - Check #: 556281			\$4,695.60
SPED PRIVATE TUITION ATHS	Education Fund	\$4,695.60	
<b>GLEN OAKS THERAPEUTIC DAY SCH. (22247)</b>			<b>\$7,339.98</b>
01-20-2021 Regular - Check #: 556282			\$7,339.98
SPED PRIVATE TUITION ATHS	Education Fund	\$4,611.38	
SPED PRIVATE TUITION WBHS	Education Fund	\$2,728.60	
<b>GOPHER SPORT (17760)</b>			<b>\$1,813.74</b>
01-13-2021 Regular - Check #: 556135			\$1,813.74
SUPPLIES AT PE	Education Fund	\$1,813.74	
<b>GRAINGER, INC. (5777)</b>			<b>\$2,224.01</b>
01-06-2021 Regular - Check #: 556075			\$289.47
SUPPLIES WB MAINTENANCE	O & M Fund	\$182.28	
SUPPLIES AT MAINTENANCE	O & M Fund	\$107.19	
01-13-2021 Regular - Check #: 556136			\$1,490.68
SUPPLIES AT MAINTENANCE	O & M Fund	\$123.20	
SUPPLIES WB MAINTENANCE	O & M Fund	\$71.40	
SUPPLIES WB MAINTENANCE	O & M Fund	\$59.71	
SUPPLIES AT MAINTENANCE	O & M Fund	\$50.34	
SUPPLIES WB MAINTENANCE	O & M Fund	\$261.94	
SUPPLIES WB MAINTENANCE	O & M Fund	\$121.92	
SUPPLIES WB MAINTENANCE	O & M Fund	\$54.06	
SUPPLIES WB MAINTENANCE	O & M Fund	\$46.33	
SUPPLIES AT MAINTENANCE	O & M Fund	\$218.38	
SUPPLIES AT MAINTENANCE	O & M Fund	\$117.28	
SUPPLIES WB MAINTENANCE	O & M Fund	\$27.50	
SUPPLIES WB MAINTENANCE	O & M Fund	\$193.08	
SUPPLIES AT MAINTENANCE	O & M Fund	\$145.54	

01-20-2021 Regular - Check #: 556239			\$400.52
SUPPLIES AT MAINTENANCE	O & M Fund	\$124.74	
SUPPLIES AT MAINTENANCE	O & M Fund	\$20.51	
SUPPLIES WB MAINTENANCE	O & M Fund	\$226.59	
SUPPLIES WB MAINTENANCE	O & M Fund	\$28.68	
01-28-2021 Regular - Check #: 556334			\$43.34
SUPPLIES WB MAINTENANCE	O & M Fund	\$43.34	
<b>GRANT COMMUNITY HIGH SCHOOL (58219)</b>			<b>\$200.00</b>
01-20-2021 Regular - Check #: 556283			\$200.00
PUR SVC WB ATH	Education Fund	\$200.00	
<b>GRAPHICS ARTS SERVICES INC (58171)</b>			<b>\$2,000.00</b>
01-28-2021 Regular - Check #: 556335			\$2,000.00
SUPPLIES WB STUDENT ACTIV	Education Fund	\$2,000.00	
<b>GREAT LAKES APPAREL, INC. (12772)</b>			<b>\$3,229.00</b>
01-20-2021 Regular - Check #: 556240			\$3,229.00
SUPPLIES AT PRIN OFF	Education Fund	\$3,229.00	
<b>HANNAH WALSH (57447)</b>			<b>\$1,200.00</b>
01-20-2021 Regular - Check #: 556284			\$1,200.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>HARRY SAWYER (58212)</b>			<b>\$60.00</b>
01-13-2021 Regular - Check #: 3937			\$60.00
PARENTS OF WB (POW)	Activity Fund	\$60.00	
<b>HAUSER, IZZO, PETRARCA, (51652)</b>			<b>\$5,244.00</b>
01-06-2021 Regular - Check #: 556076			\$5,244.00
PUR SVC BOE LEGAL SERVICE	Education Fund	\$5,244.00	
<b>HINCKLEY SPRING WATER COMPANY (40179)</b>			<b>\$16.00</b>
01-20-2021 Regular - Check #: 556286			\$16.00
SUPPLIES AT PRIN OFF	Education Fund	\$16.00	
<b>HOME DEPOT CREDIT SERVICES (28359)</b>			<b>\$1,809.06</b>
01-06-2021 Regular - Check #: 556077			\$21.28
SUPPLIES AT MAINTENANCE	O & M Fund	\$21.28	
01-20-2021 Regular - Check #: 3957			\$302.21
DRAMA	Activity Fund	\$302.21	
01-28-2021 Regular - Check #: 556336			\$1,485.57
SUPPLIES C&T ED IMP GRANT	Education Fund	\$1,145.00	
SUPPLIES WB MAINTENANCE	O & M Fund	\$129.01	

SUPPLIES WB MAINTENANCE	O & M Fund	\$141.92
SUPPLIES DO MAINTENANCE	O & M Fund	\$69.64
<b>HUDL (56987)</b>		<b>\$800.00</b>
01-06-2021 Regular - Check #: 556078		\$800.00
PUR SVC WB ATH	Education Fund	\$800.00
<b>IASA (51348)</b>		<b>\$150.00</b>
01-28-2021 Regular - Check #: 556386		\$150.00
EXEC ADMIN STAFF TRAVEL	Education Fund	\$150.00
<b>IHSA (17334)</b>		<b>\$500.00</b>
01-20-2021 Regular - Check #: 556241		\$500.00
PUR SVC WB ATH	Education Fund	\$300.00
PUR SVC AT ATH	Education Fund	\$200.00
<b>ILLINOIS ASSOC. OF FCCLA (42902)</b>		<b>\$10.00</b>
01-28-2021 Regular - Check #: 3973		\$10.00
FCCLA	Activity Fund	\$10.00
<b>ILLINOIS BED BUG DOG (47495)</b>		<b>\$650.00</b>
01-13-2021 Regular - Check #: 556120		\$650.00
PUR SVC WB OPERATIONS	O & M Fund	\$270.00
PUR SVC AT MAINTENANCE	O & M Fund	\$150.00
PUR SVC WB MAINTENANCE	O & M Fund	\$150.00
PUR SVC DO MAINTENANCE	O & M Fund	\$80.00
<b>ILLINOIS DECA (44522)</b>		<b>\$555.00</b>
01-20-2021 Regular - Check #: 3958		\$30.00
DECA	Activity Fund	\$30.00
01-28-2021 Regular - Check #: 556387		\$525.00
VOC STUDENT TRAVEL	Education Fund	\$525.00
<b>INSTITUTE FOR THERAPY (47367)</b>		<b>\$5,000.00</b>
01-20-2021 Regular - Check #: 556242		\$5,000.00
PS IDEA THERAPY SERVICES	Education Fund	\$4,200.00
PS IDEA THERAPY SERVICES	Education Fund	\$800.00
<b>INTELLIGENT SYSTEMS SERVICES, INC (47114)</b>		<b>\$6,403.00</b>
01-13-2021 Regular - Check #: 556137		\$4,655.00
PUR SVC AT MAINTENANCE	O & M Fund	\$4,390.00
PUR SVC DO MAINTENANCE	O & M Fund	\$265.00
01-28-2021 Regular - Check #: 556337		\$1,748.00
PUR SVC WB MAINTENANCE	O & M Fund	\$1,552.00
SUPPLIES DO MAINTENANCE	O & M Fund	\$196.00
<b>IPA (4343)</b>		<b>\$250.00</b>

01-06-2021 Regular - Check #: 556106			\$250.00
AT STAFF DEVELOPMENT	Education Fund		\$250.00
<b>IRENE MASON (55385)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3938			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
<b>ISELA AQUINO (54569)</b>			<b>\$116.30</b>
01-13-2021 Regular - Check #: 556187			\$109.46
SUPPLIES WB PRIN OFF	Education Fund		\$109.46
01-13-2021 Regular - Check #: 3939			\$6.84
RESERVE ACTIVITY FUND	Activity Fund		\$6.84
<b>IT SAVVY LLC (56590)</b>			<b>\$2,970.00</b>
01-13-2021 Regular - Check #: 556138			\$2,970.00
DIST TECH MATERIALS	Education Fund		\$2,970.00
<b>ITZEL CARRANZA HEGNER (49814)</b>			<b>\$107.88</b>
01-28-2021 Regular - Check #: 556388			\$107.88
SUPPLIES AT TECH	Education Fund		\$60.00
SUPPLIES AT TECH	Education Fund		\$47.88
<b>J.C. HOSE &amp; TUBE, INC. (56289)</b>			<b>\$69.60</b>
01-13-2021 Regular - Check #: 556139			\$69.60
SUPPLIES AT MAINTENANCE	O & M Fund		\$69.60
<b>J.W. PEPPER AND SON, INC. (28697)</b>			<b>\$2,439.04</b>
01-06-2021 Regular - Check #: 556079			\$588.88
SUPPLIES AT MUSIC	Education Fund		\$34.95
SUPPLIES AT MUSIC	Education Fund		\$120.00
SUPPLIES AT MUSIC	Education Fund		\$70.95
SUPPLIES AT MUSIC	Education Fund		\$158.00
SUPPLIES AT MUSIC	Education Fund		\$10.25
SUPPLIES AT MUSIC	Education Fund		\$9.99
SUPPLIES AT MUSIC	Education Fund		\$45.00
SUPPLIES AT MUSIC	Education Fund		\$60.00
SUPPLIES AT MUSIC	Education Fund		\$79.74
01-28-2021 Regular - Check #: 556338			\$1,850.16
SUPPLIES WB MUSIC	Education Fund		\$1,439.49
SUPPLIES AT MUSIC	Education Fund		\$52.00
SUPPLIES AT MUSIC	Education Fund		\$97.98
SUPPLIES AT MUSIC	Education Fund		\$1.95
SUPPLIES AT MUSIC	Education Fund		\$27.49
SUPPLIES AT MUSIC	Education Fund		\$11.25

SUPPLIES AT MUSIC	Education Fund	\$220.00	
<b>JACK ANDREWS (56053)</b>			<b>\$200.00</b>
01-13-2021 Regular - Check #: 556188			\$200.00
SUPPLIED CENTRAL - HR	Education Fund	\$200.00	
<b>JAMIE GOURLEY (51280)</b>			<b>\$99.49</b>
01-20-2021 Regular - Check #: 556287			\$99.49
SUPPLIES WB PRIN OFF	Education Fund	\$99.49	
<b>JEAN BARBANTE (25657)</b>			<b>\$4,500.00</b>
01-28-2021 Regular - Check #: 556389			\$4,500.00
EXEC ADMIN STAFF TRAVEL	Education Fund	\$4,500.00	
<b>JENNA PHILLIPS (51552)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 556190			\$50.00
SUPPLIES AT ESL	Education Fund	\$50.00	
<b>JENNIFER KOWALSKI (53669)</b>			<b>\$277.99</b>
01-20-2021 Regular - Check #: 556288			\$277.99
SUPPLIES AT FAM CONS	Education Fund	\$277.99	
<b>JESSICA MURPHY (55980)</b>			<b>\$199.92</b>
01-20-2021 Regular - Check #: 3959			\$199.92
CLASS OF 2024-AT	Activity Fund	\$199.92	
<b>JOANNE LEWIS (58206)</b>			<b>\$70.00</b>
01-13-2021 Regular - Check #: 3940			\$70.00
PARENTS OF WB (POW)	Activity Fund	\$70.00	
<b>JOHN EPPLE (29232)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3941			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
<b>JOSHUA ZWART (50026)</b>			<b>\$829.36</b>
01-20-2021 Regular - Check #: 556289			\$829.36
SUPPLIES WB I&T	Education Fund	\$829.36	
<b>JOSTENS INC. (28090)</b>			<b>\$7,628.57</b>
01-06-2021 Regular - Check #: 556080			\$13.37
SUPPLIES AT PRIN OFF	Education Fund	\$13.37	
01-06-2021 Regular - Check #: 3917			\$7,615.20
ATTRIBUTE	Activity Fund	\$7,615.20	
<b>JOY DRESSLER (58221)</b>			<b>\$80.00</b>
01-20-2021 Regular - Check #: 3960			\$80.00
PARENTS OF WB (POW)	26 Activity Fund	\$80.00	
<b>JULIE RANA (49875)</b>			<b>\$600.00</b>

01-13-2021 Regular - Check #: 556191			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>JUVERIYA MIR (56548)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3942			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
<b>KAREN GRADY (51015)</b>			<b>\$13.49</b>
01-28-2021 Regular - Check #: 3975			\$13.49
KIWANIS KEY CLUB	Activity Fund	\$13.49	
<b>KELLY HARRINGTON (55417)</b>			<b>\$38.32</b>
01-13-2021 Regular - Check #: 556192			\$38.32
SUPPLIES WB SCIENCE	Education Fund	\$38.32	
<b>KEY CLUB INTERNATIONAL (27379)</b>			<b>\$1,476.00</b>
01-20-2021 Regular - Check #: 3961			\$1,476.00
KIWANIS KEY CLUB	Activity Fund	\$1,476.00	
<b>KIMBERLY KEEHNER (56777)</b>			<b>\$35.00</b>
01-20-2021 Regular - Check #: 556290			\$35.00
SUPPLIES WB FAM CONS	Education Fund	\$35.00	
<b>KIRA BONK (55368)</b>			<b>\$1,200.00</b>
01-13-2021 Regular - Check #: 556193			\$1,200.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>KIRSTEN OLSON (19416)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3943			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
<b>KONICA MINOLTA BUSINESS (55237)</b>			<b>\$420.00</b>
01-13-2021 Regular - Check #: 556194			\$420.00
SUPPLIES BUSINESS OFFICE	Education Fund	\$420.00	
<b>LAKE-COOK DISTRIBUTORS, INC. (25487)</b>			<b>\$125.90</b>
01-06-2021 Regular - Check #: 556081			\$125.90
SUPPLIES AT READING LAB	Education Fund	\$125.90	
<b>LAURA CALO (51770)</b>			<b>\$375.00</b>
01-13-2021 Regular - Check #: 556195			\$375.00
TUITION REIMBURSEMENT	Education Fund	\$375.00	
<b>LAURA LOPEZ (54448)</b>			<b>\$25.00</b>
01-13-2021 Regular - Check #: 556196			\$25.00
P.S.IMP INST TITLE II	27 Education Fund	\$25.00	
<b>LAURA WEINBRENNER (56411)</b>			<b>\$74.50</b>

01-06-2021 Regular - Check #: 556107			\$74.50
SUPPLIES AT SPED	Education Fund		\$74.50
<b>LAWSON PRODUCTS, INC. (1125)</b>			<b>\$1,630.73</b>
01-06-2021 Regular - Check #: 556082			\$622.11
SUPPLIES WB MAINTENANCE	O & M Fund		\$622.11
01-13-2021 Regular - Check #: 556141			\$631.09
SUPPLIES AT MAINTENANCE	O & M Fund		\$631.09
01-28-2021 Regular - Check #: 556339			\$377.53
SUPPLIES WB MAINTENANCE	O & M Fund		\$377.53
<b>LEN'S ACE HARDWARE (114)</b>			<b>\$136.92</b>
01-06-2021 Regular - Check #: 556083			\$19.98
SUPPLIES AT MATH	Education Fund		\$19.98
01-13-2021 Regular - Check #: 556142			\$13.98
SUPPLIES AT MATH	Education Fund		\$13.98
01-20-2021 Regular - Check #: 556243			\$102.96
SUPPLIES AT MAINTENANCE	O & M Fund		\$96.97
SUPPLIES AT MAINTENANCE	O & M Fund		\$5.99
<b>LEVONNE CESCOLINI-BOYER (16576)</b>			<b>\$287.94</b>
01-06-2021 Regular - Check #: 3918			\$152.37
ORCHESIS	Activity Fund		\$152.37
01-13-2021 Regular - Check #: 3944			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
01-28-2021 Regular - Check #: 3976			\$85.57
ORCHESIS	Activity Fund		\$85.57
<b>LIBERTYVILLE HIGH SCHOOL (49285)</b>			<b>\$100.00</b>
01-20-2021 Regular - Check #: 556292			\$100.00
SUPPLIES WB STUDENT ACTIV	Education Fund		\$100.00
<b>LIFE FITNESS (57249)</b>			<b>\$3,123.79</b>
01-13-2021 Regular - Check #: 556143			\$3,123.79
AT NON CAP EQUIP	Education Fund		\$3,123.79
<b>LIJA MARZEC (51688)</b>			<b>\$599.63</b>
01-28-2021 Regular - Check #: 556390			\$599.63
TUITION REIMBURSEMENT	Education Fund		\$599.63
<b>LINCOLN INVESTMENT PLANNING INC. (1241)</b>			<b>\$8,221.66</b>
01-13-2021 Regular - Check #: 556197			\$4,145.83
EDUCATION FUND	28 Education Fund		\$4,145.83
01-28-2021 Regular - Check #: 556391			\$4,075.83

EDUCATION FUND	Education Fund	\$4,075.83	
<b>LINDEN OAKS TUTORING SERVICES (53238)</b>			<b>\$1,597.17</b>
01-13-2021 Regular - Check #: 556144			\$724.89
WB HOME & HOSP TUTORING	Education Fund	\$724.89	
01-28-2021 Regular - Check #: 556340			\$872.28
WB HOME & HOSP TUTORING	Education Fund	\$629.98	
WB HOME & HOSP TUTORING	Education Fund	\$193.84	
WB HOME & HOSP TUTORING	Education Fund	\$48.46	
<b>LITTLE FRIENDS, INC. (869)</b>			<b>\$6,835.64</b>
01-20-2021 Regular - Check #: 556293			\$6,835.64
SPED PRIVATE TUITION WBHS	Education Fund	\$3,951.64	
SPED PRIVATE TUITION ATHS	Education Fund	\$2,884.00	
<b>LONGBEHN &amp; CO, INC (57709)</b>			<b>\$830.03</b>
01-20-2021 Regular - Check #: 3962			\$385.03
CONCESSIONS	Activity Fund	\$385.03	
01-28-2021 Regular - Check #: 3977			\$445.00
AT BEST BUDDIES CLUB	Activity Fund	\$445.00	
<b>LORI IRVIN (19985)</b>			<b>\$59.80</b>
01-20-2021 Regular - Check #: 556294			\$59.80
SUPPLIES AT PRIN OFF	Education Fund	\$59.80	
<b>LOURDES PINA (47288)</b>			<b>\$500.00</b>
01-06-2021 Regular - Check #: 556108			\$500.00
SUPPLIES WB GUIDANCE	Education Fund	\$500.00	
<b>LOYOLA ACADEMY (50137)</b>			<b>\$150.00</b>
01-20-2021 Regular - Check #: 556295			\$150.00
SUPPLIES WB STUDENT ACTIV	Education Fund	\$150.00	
<b>LUCY ALMANZA-FERNANDEZ (57276)</b>			<b>\$1,796.00</b>
01-13-2021 Regular - Check #: 556198			\$1,796.00
TUITION REIMBURSEMENT	Education Fund	\$449.00	
TUITION REIMBURSEMENT	Education Fund	\$449.00	
TUITION REIMBURSEMENT	Education Fund	\$449.00	
TUITION REIMBURSEMENT	Education Fund	\$449.00	
<b>LYNN FRAZIER (55305)</b>			<b>\$1,000.00</b>
01-13-2021 Regular - Check #: 556199			\$1,000.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$400.00	
<b>LYNN GREIWE (56646)</b>			<b>\$50.00</b>

01-20-2021 Regular - Check #: 3963			\$50.00
PARENTS OF WB (POW)	Activity Fund	\$50.00	
<b>LYONS TOWNSHIP HIGH SCHOOL (12684)</b>			<b>\$100.00</b>
01-20-2021 Regular - Check #: 556296			\$100.00
SUPPLIES WB PRIN OFF	Education Fund	\$100.00	
<b>MAGIC PURE LLC (55785)</b>			<b>\$300.00</b>
01-13-2021 Regular - Check #: 556145			\$300.00
SUPPLIES WB ENGLISH	Education Fund	\$300.00	
<b>MALCOLM ROSS (56684)</b>			<b>\$140.00</b>
01-20-2021 Regular - Check #: 3964			\$140.00
STUDENT COUNCIL	Activity Fund	\$140.00	
<b>MARIA OPLAWSKI (55755)</b>			<b>\$50.00</b>
01-06-2021 Regular - Check #: 3919			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
<b>MARIANJOY REHAB HOSPITAL (44502)</b>			<b>\$568.00</b>
01-20-2021 Regular - Check #: 556244			\$284.00
PUR SVC WB SPED	Education Fund	\$284.00	
01-28-2021 Regular - Check #: 556341			\$284.00
PUR SVC AT SPED	Education Fund	\$284.00	
<b>MARK MANDARINO (55307)</b>			<b>\$811.41</b>
01-28-2021 Regular - Check #: 3978			\$811.41
CLASSIFIED MEDICAL REIMB	Activity Fund	\$811.41	
<b>MARKLUND (25087)</b>			<b>\$13,220.48</b>
01-06-2021 Regular - Check #: 556109			\$7,436.52
SPED PRIVATE TUITION ATHS	Education Fund	\$7,436.52	
01-28-2021 Regular - Check #: 556392			\$5,783.96
SPED PRIVATE TUITION ATHS	Education Fund	\$5,783.96	
<b>MARLO RIVERA (55689)</b>			<b>\$1,695.00</b>
01-13-2021 Regular - Check #: 3945			\$1,695.00
CLASS CHILD CARE REIMB	Activity Fund	\$1,260.00	
CLASSIFIED MEDICAL REIMB	Activity Fund	\$385.00	
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
<b>MARY DORO (57448)</b>			<b>\$1,200.00</b>
01-13-2021 Regular - Check #: 556200			\$1,200.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	30 Education Fund	\$600.00	
<b>MARYVILLE ACADEMY (23941)</b>			<b>\$4,510.84</b>

01-06-2021 Regular - Check #: 556110			\$408.94
SPED PRIVATE TUITION ATHS	Education Fund		\$408.94
01-20-2021 Regular - Check #: 556297			\$4,101.90
SPED PRIVATE TUITION ATHS	Education Fund		\$4,101.90
<b>MATRIX TRUST COMPANY (56259)</b>			<b>\$1,960.00</b>
01-13-2021 Regular - Check #: 556201			\$980.00
EDUCATION FUND	Education Fund		\$980.00
01-28-2021 Regular - Check #: 556393			\$980.00
EDUCATION FUND	Education Fund		\$980.00
<b>MATTHEW THOMPSON (23603)</b>			<b>\$1,010.00</b>
01-13-2021 Regular - Check #: 3946			\$1,010.00
ADMIN MEDICAL REIMB.	Activity Fund		\$1,010.00
<b>MENARDS (18748)</b>			<b>\$3,089.48</b>
01-13-2021 Regular - Check #: 556146			\$1,213.02
SUPPLIES CARL PERKINS	Education Fund		\$1,167.84
SUPPLIES C&T ED IMP GRANT	Education Fund		\$45.18
01-20-2021 Regular - Check #: 556245			\$1,876.46
SUPPLIES WB I&T	Education Fund		\$1,876.46
<b>MENTA ACADEMY HILLSIDE (55780)</b>			<b>\$14,962.80</b>
01-20-2021 Regular - Check #: 556298			\$14,962.80
SPED PRIVATE TUITION WBHS	Education Fund		\$9,975.20
SPED PRIVATE TUITION ATHS	Education Fund		\$4,987.60
<b>METROPOLITAN LIFE INS. COMPANY (776)</b>			<b>\$500.00</b>
01-13-2021 Regular - Check #: 556202			\$250.00
EDUCATION FUND	Education Fund		\$250.00
01-28-2021 Regular - Check #: 556394			\$250.00
EDUCATION FUND	Education Fund		\$250.00
<b>MICHAEL MAROTTA (54750)</b>			<b>\$600.00</b>
01-13-2021 Regular - Check #: 556203			\$600.00
TUITION REIMBURSEMENT	Education Fund		\$600.00
<b>MUSIC &amp; ARTS CENTER, INC. (49128)</b>			<b>\$933.00</b>
01-28-2021 Regular - Check #: 556342			\$933.00
R&M WB MUSIC	Education Fund		\$933.00
<b>MYZONE, INC. (56094)</b>			<b>\$6,070.00</b>
01-28-2021 Regular - Check #: 556343			\$6,070.00
TEXTBOOKS AT BOOKSTORE	Education Fund		\$6,000.00
TEXTBOOKS AT BOOKSTORE	Education Fund		\$70.00

<b>NATALIE STACH WILEN (47079)</b>			<b>\$50.00</b>
01-13-2021	Regular - Check #: 3947		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
<b>NATIONAL RESTAURANT ASSOCIATION (54698)</b>			<b>\$1,740.00</b>
01-06-2021	Regular - Check #: 556084		\$1,740.00
	SUPPLIES WB TITLE I	Education Fund	\$750.00
	SUPPLIES WB TITLE I	Education Fund	\$990.00
<b>NCPERS GROUP LIFE INS (10653)</b>			<b>\$736.00</b>
01-13-2021	Regular - Check #: 556204		\$736.00
	EDUCATION FUND	Education Fund	\$736.00
<b>NEW HORIZON CENTER (53518)</b>			<b>\$13,083.20</b>
01-06-2021	Regular - Check #: 556111		\$7,359.30
	SPED PRIVATE TUITION WBHS	Education Fund	\$7,359.30
01-20-2021	Regular - Check #: 556299		\$5,723.90
	SPED PRIVATE TUITION WBHS	Education Fund	\$5,723.90
<b>NEWPORT TRUST COMPANY (56733)</b>			<b>\$7,720.00</b>
01-13-2021	Regular - Check #: 556205		\$3,820.00
	EDUCATION FUND	Education Fund	\$3,820.00
01-28-2021	Regular - Check #: 556395		\$3,900.00
	EDUCATION FUND	Education Fund	\$3,900.00
<b>NICK JANAKAS (58209)</b>			<b>\$70.00</b>
01-13-2021	Regular - Check #: 3948		\$70.00
	PARENTS OF WB (POW)	Activity Fund	\$70.00
<b>NICOR GAS (1284)</b>			<b>\$5,150.70</b>
01-20-2021	Regular - Check #: 556300		\$315.36
	HEATING DO	O & M Fund	\$315.36
01-20-2021	Regular - Check #: 556301		\$2,482.45
	HEATING WB UTILITY	O & M Fund	\$2,482.45
01-20-2021	Regular - Check #: 556302		\$2,352.89
	HEATING AT UTILITY	O & M Fund	\$2,352.89
<b>NORCOMM PUBLIC SAFETY (40076)</b>			<b>\$1,050.00</b>
01-20-2021	Regular - Check #: 556246		\$1,050.00
	PUR SVC AT OPERATIONS	O & M Fund	\$840.00
	PUR SVC DO OPERATION	O & M Fund	\$210.00
<b>NORTHWEST COMMUNITY HEALTHCARE (45078)</b>			<b>\$242.30</b>
01-06-2021	Regular - Check #: 556085	32	\$242.30
	AT HOME & HOSP TUTORING	Education Fund	\$242.30

<b>OFFICE DEPOT (26410)</b>			<b>\$291.16</b>
01-20-2021 Regular - Check #: 556247			\$291.16
SUPPLIES AT BOOKSTORE	Education Fund	\$177.80	
SUPPLIES AT BOOKSTORE	Education Fund	\$113.36	
<b>OMBUDSMAN EDUC. SERVICES LTD. (874)</b>			<b>\$20,550.99</b>
01-06-2021 Regular - Check #: 556112			\$11,629.63
SPED PRIVATE TUITION WBHS	Education Fund	\$6,213.09	
SPED PRIVATE TUITION ATHS	Education Fund	\$5,416.54	
01-28-2021 Regular - Check #: 556396			\$8,921.36
SPED PRIVATE TUITION WBHS	Education Fund	\$4,460.68	
SPED PRIVATE TUITION ATHS	Education Fund	\$4,460.68	
<b>OVERDRIVE EDUCATION (56569)</b>			<b>\$1,950.48</b>
01-06-2021 Regular - Check #: 556086			\$1,062.62
BOOKS WB LIBRARY	Education Fund	\$35.00	
BOOKS AT LIBRARY	Education Fund	\$35.00	
BOOKS WB LIBRARY	Education Fund	\$55.00	
BOOKS AT LIBRARY	Education Fund	\$55.00	
BOOKS WB LIBRARY	Education Fund	\$35.23	
BOOKS AT LIBRARY	Education Fund	\$35.23	
BOOKS WB LIBRARY	Education Fund	\$85.87	
BOOKS AT LIBRARY	Education Fund	\$85.86	
BOOKS WB LIBRARY	Education Fund	\$27.49	
BOOKS AT LIBRARY	Education Fund	\$27.49	
BOOKS AT LIBRARY	Education Fund	\$266.49	
BOOKS WB LIBRARY	Education Fund	\$266.48	
BOOKS WB LIBRARY	Education Fund	\$26.24	
BOOKS AT LIBRARY	Education Fund	\$26.24	
01-28-2021 Regular - Check #: 556344			\$887.86
BOOKS AT LIBRARY	Education Fund	\$29.93	
BOOKS WB LIBRARY	Education Fund	\$29.92	
BOOKS AT LIBRARY	Education Fund	\$29.93	
BOOKS WB LIBRARY	Education Fund	\$29.92	
BOOKS AT LIBRARY	Education Fund	\$20.75	
BOOKS WB LIBRARY	Education Fund	\$20.74	
BOOKS WB LIBRARY	Education Fund	\$138.66	
BOOKS AT LIBRARY	Education Fund	\$138.66	
BOOKS AT LIBRARY	Education Fund	\$29.93	
BOOKS WB LIBRARY	Education Fund	\$29.92	

BOOKS WB LIBRARY	Education Fund	\$167.25
BOOKS AT LIBRARY	Education Fund	\$167.25
BOOKS WB LIBRARY	Education Fund	\$27.50
BOOKS AT LIBRARY	Education Fund	\$27.50
<b>PACIFIC LIFE (43739)</b>		<b>\$3,460.00</b>
01-13-2021 Regular - Check #: 556206		\$1,730.00
EDUCATION FUND	Education Fund	\$1,730.00
01-28-2021 Regular - Check #: 556397		\$1,730.00
EDUCATION FUND	Education Fund	\$1,730.00
<b>PADDOCK PUBLICATIONS, INC. (12849)</b>		<b>\$257.60</b>
01-06-2021 Regular - Check #: 556087		\$257.60
PUR SVC BOE ADVERTISING	Education Fund	\$257.60
<b>PARAGON MICRO INC. (56086)</b>		<b>\$8,498.11</b>
01-13-2021 Regular - Check #: 556147		\$1,388.36
SUPPLIES WB TECH	Education Fund	\$625.95
SUPPLIES AT TECH	Education Fund	\$459.03
SUPPLIES WB TECH	Education Fund	\$75.03
SUPPLIES AT TECH	Education Fund	\$75.03
SUPPLIES AT TECH	Education Fund	\$76.66
SUPPLIES AT TECH	Education Fund	\$76.66
01-20-2021 Regular - Check #: 556248		\$7,109.75
SUPPLIES AT TECH	Education Fund	\$280.76
SUPPLIES WB TECH	Education Fund	\$140.39
SUPPLIES AT TECH	Education Fund	\$508.86
SUPPLIES WB TECH	Education Fund	\$254.43
SUPPLIES WB TECH	Education Fund	\$254.43
SUPPLIES AT TECH	Education Fund	\$254.43
SUPPLIES AT TECH	Education Fund	\$254.43
SUPPLIES WB TECH	Education Fund	\$1,202.64
SUPPLIES AT TECH	Education Fund	\$400.88
SUPPLIES WB TECH	Education Fund	\$607.61
SUPPLIES AT TECH	Education Fund	\$303.80
SUPPLIES WB TECH	Education Fund	\$196.39
SUPPLIES AT TECH	Education Fund	\$251.04
SUPPLIES WB TECH	Education Fund	\$168.04
SUPPLIES AT TECH	Education Fund	\$336.08
SUPPLIES AT TECH	Education Fund	\$304.85
SUPPLIES AT TECH	Education Fund	\$476.07

SUPPLIES AT TECH	Education Fund	\$476.09
SUPPLIES AT TECH	Education Fund	\$273.19
SUPPLIES AT TECH	Education Fund	\$104.16
SUPPLIES AT TECH	Education Fund	\$61.18
<b>PARKLAND PREPARATORY ACADEMY (53162)</b>		<b>\$12,560.15</b>
01-06-2021 Regular - Check #: 556113		\$6,429.55
SPED PRIVATE TUITION WBHS	Education Fund	\$6,429.55
01-20-2021 Regular - Check #: 556303		\$6,130.60
SPED PRIVATE TUITION WBHS	Education Fund	\$6,130.60
<b>PATRICIA HOCHHEIMER (51353)</b>		<b>\$200.00</b>
01-06-2021 Regular - Check #: 3920		\$200.00
AT BEST BUDDIES CLUB	Activity Fund	\$200.00
<b>PERFORM BETTER (53650)</b>		<b>\$645.00</b>
01-28-2021 Regular - Check #: 556345		\$645.00
SUPPLIES AT PE	Education Fund	\$645.00
<b>PETE MAKRINSKI (52642)</b>		<b>\$378.52</b>
01-28-2021 Regular - Check #: 3980		\$378.52
CLASSIFIED MEDICAL REIMB	Activity Fund	\$378.52
<b>PITNEY BOWES (849)</b>		<b>\$1,791.51</b>
01-13-2021 Regular - Check #: 556207		\$1,791.51
LEASE PRINCIPAL	Education Fund	\$1,791.51
<b>PORTABLE COMMUNICATIONS SPEC. (20364)</b>		<b>\$301.41</b>
01-13-2021 Regular - Check #: 556148		\$301.41
PUR SVC WB MAINTENANCE	O & M Fund	\$146.15
SUPPLIES WB MAINTENANCE	O & M Fund	\$108.00
SUPPLIES WB MAINTENANCE	O & M Fund	\$47.26
<b>POWERSCHOOL GROUP LLC (49183)</b>		<b>\$3,360.00</b>
01-06-2021 Regular - Check #: 556088		\$3,360.00
CONSULTANT DATA PROCESS	Education Fund	\$1,680.00
CONSULTANT DATA PROCESS	Education Fund	\$1,680.00
<b>QUINLAN AND FABISH (16088)</b>		<b>\$1,717.77</b>
01-28-2021 Regular - Check #: 556346		\$1,717.77
R&M WB MUSIC	Education Fund	\$1,067.00
SUPPLIES WB MUSIC	Education Fund	\$650.77
<b>R.E. WALSH &amp; ASSOCIATES, INC. (55484)</b>		<b>\$1,870.00</b>
01-20-2021 Regular - Check #: 556249	35	\$1,870.00
PUR SVC BOE LEGAL SERVICE	Education Fund	\$1,870.00

<b>RACHEL KAROS (53378)</b>			<b>\$800.00</b>
01-28-2021	Regular - Check #: 556398		\$800.00
	TUITION REIMBURSEMENT	Education Fund	\$600.00
	TUITION REIMBURSEMENT	Education Fund	\$200.00
<b>RAMROD DISTRIBUTORS, INC. (14417)</b>			<b>\$3,401.56</b>
01-06-2021	Regular - Check #: 556089		\$944.36
	SUPPLIES WB CUSTODIAL	O & M Fund	\$944.36
01-13-2021	Regular - Check #: 556149		\$1,205.60
	SUPPLIES AT CUSTODIAL	O & M Fund	\$621.80
	SUPPLIES AT CUSTODIAL	O & M Fund	\$583.80
01-20-2021	Regular - Check #: 556250		\$1,167.60
	SUPPLIES AT CUSTODIAL	O & M Fund	\$583.80
	SUPPLIES WB CUSTODIAL	O & M Fund	\$583.80
01-28-2021	Regular - Check #: 556347		\$84.00
	SUPPLIES AT MAINTENANCE	O & M Fund	\$46.00
	SUPPLIES AT CUSTODIAL	O & M Fund	\$38.00
<b>RANDALL INDUSTRIES (49207)</b>			<b>\$200.30</b>
01-13-2021	Regular - Check #: 556150		\$200.30
	R&M WB PRIN OFF	Education Fund	\$200.30
<b>READY REFRESH BY NESTLE (50783)</b>			<b>\$66.06</b>
01-20-2021	Regular - Check #: 556251		\$14.57
	SUPPLIES AT LIBRARY	Education Fund	\$14.57
01-28-2021	Regular - Check #: 556348		\$51.49
	SUPPLIES AT HEALTH SVC	Education Fund	\$29.99
	SUPPLIES AT LIBRARY	Education Fund	\$21.50
<b>REAVIS HIGH SCHOOL (21645)</b>			<b>\$225.00</b>
01-28-2021	Regular - Check #: 556399		\$225.00
	PUR SVC WB ATH	Education Fund	\$225.00
<b>REBECCA BOISSE (56059)</b>			<b>\$200.00</b>
01-06-2021	Regular - Check #: 3921		\$200.00
	THEATER DRAMA	Activity Fund	\$200.00
<b>RELIANCE STANDARD LIFE INSURANCE CO (53237)</b>			<b>\$410.06</b>
01-20-2021	Regular - Check #: 556304		\$410.06
	EDUCATION FUND	Education Fund	\$410.06
<b>REPUBLIC SERVICES #551 (55610)</b>			<b>\$1,119.96</b>
01-13-2021	Regular - Check #: 556208	36	\$349.82
	REFUSE DISPOSAL AT OPER	O & M Fund	\$349.82

01-20-2021 Regular - Check #: 556305			\$108.17
REFUSE DISPOSAL DO	O & M Fund	\$108.17	
01-20-2021 Regular - Check #: 556306			\$170.00
REFUSE DISPOSAL AT OPER	O & M Fund	\$170.00	
01-28-2021 Regular - Check #: 556400			\$491.97
REFUSE DISPOSAL AT OPER	O & M Fund	\$491.97	
<b>RICOH USA, INC. (54304)</b>			<b>\$121.16</b>
01-13-2021 Regular - Check #: 556209			\$121.16
DUPLICATING AT PRIN OFF	Education Fund	\$45.32	
DUPLICATING AT PRIN OFF	Education Fund	\$75.84	
<b>ROBBINS SCHWARTZ (56056)</b>			<b>\$1,380.76</b>
01-28-2021 Regular - Check #: 556349			\$1,380.76
PUR SVC BOE LEGAL SERVICE	Education Fund	\$728.80	
PUR SVC BOE LEGAL SERVICE	Education Fund	\$651.96	
<b>ROBERT BUDLER (58204)</b>			<b>\$40.00</b>
01-06-2021 Regular - Check #: 3922			\$40.00
AT INTERACT CLUB	Activity Fund	\$40.00	
<b>ROBERT DALY (53462)</b>			<b>\$600.00</b>
01-28-2021 Regular - Check #: 556401			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>ROCKLER WOODWORKING AND HARDWARE (47308)</b>			<b>\$2,038.77</b>
01-20-2021 Regular - Check #: 556252			\$2,022.79
SUPPLIES CARL PERKINS	Education Fund	\$2,022.79	
01-28-2021 Regular - Check #: 556350			\$15.98
SUPPLIES WB I&T	Education Fund	\$15.98	
<b>ROE PROFESSIONAL SERVICES #19 (56489)</b>			<b>\$6,440.00</b>
01-13-2021 Regular - Check #: 556210			\$6,440.00
TUITION-OTHR IN STATE-GOV	Education Fund	\$3,640.00	
TUITION-OTHR IN STATE-GOV	Education Fund	\$2,800.00	
<b>ROLLING MEADOWS HIGH SCHOOL (3478)</b>			<b>\$200.00</b>
01-20-2021 Regular - Check #: 556307			\$200.00
PUR SVC WB ATH	Education Fund	\$200.00	
<b>ROSEANN JANUSZ (53037)</b>			<b>\$310.99</b>
01-28-2021 Regular - Check #: 556402			\$310.99
BOOKS WB LIBRARY	Education Fund	\$185.93	
BOOKS AT LIBRARY	Education Fund	\$31.67	
PERIODICALS WB LIBRARY	Education Fund	\$25.00	

PERIODICALS AT LIBRARY	Education Fund	\$25.00	
SUPPLIES AT LIBRARY	Education Fund	\$10.00	
BOOKS WB LIBRARY	Education Fund	\$23.39	
SUPPLIES WB LIBRARY	Education Fund	\$10.00	
<b>ROY STROM REFUSE (54814)</b>			<b>\$417.12</b>
01-13-2021 Regular - Check #: 556211			\$152.12
REFUSE DISPOSAL WB OPER	O & M Fund	\$152.12	
01-28-2021 Regular - Check #: 556403			\$265.00
REFUSE DISPOSAL WB OPER	O & M Fund	\$265.00	
<b>RUNCO OFFICE SUPPLY &amp; EQUIPMENT CO (57315)</b>			<b>\$1,908.15</b>
01-13-2021 Regular - Check #: 556151			\$80.66
SUPPLIES WB ENGLISH	Education Fund	\$53.16	
SUPPLIES WB SOC STUDIES	Education Fund	\$27.50	
01-28-2021 Regular - Check #: 556351			\$33.99
SUPPLIES WB PRIN OFF	Education Fund	\$33.99	
01-28-2021 Regular - Check #: 556352			\$224.32
SUPPLIES WB PRIN OFF	Education Fund	\$224.32	
01-28-2021 Regular - Check #: 556353			\$1,313.62
SUPPLIES WB I&T	Education Fund	\$1,181.21	
SUPPLIES WB BUS ED	Education Fund	\$132.41	
01-28-2021 Regular - Check #: 556354			\$75.20
SUPPLIES WB PRIN OFF	Education Fund	\$75.20	
01-28-2021 Regular - Check #: 556355			\$180.36
SUPPLIES WB PRIN OFF	Education Fund	\$180.36	
<b>S.E.A.L. OF ILLINOIS, INC. (48806)</b>			<b>\$18,576.60</b>
01-20-2021 Regular - Check #: 556308			\$18,576.60
SPED PRIVATE TUITION ATHS	Education Fund	\$9,288.30	
SPED PRIVATE TUITION WBHS	Education Fund	\$9,288.30	
<b>SALT CREEK SANITARY DISTRICT (1238)</b>			<b>\$3,600.61</b>
01-28-2021 Regular - Check #: 556404			\$3,570.41
WATER WB UTILITY	O & M Fund	\$3,570.41	
01-28-2021 Regular - Check #: 556405			\$30.20
WATER WB UTILITY	O & M Fund	\$30.20	
<b>SANDRA KRAUSE (55931)</b>			<b>\$541.22</b>
01-28-2021 Regular - Check #: 3981			\$541.22
CLASSIFIED MEDICAL REIMB	Activity Fund	\$541.22	
<b>SASED (853)</b>			<b>\$60,255.62</b>
01-06-2021 Regular - Check #: 556114			\$45,687.37

IDEA-PMTS TO OTH GOV UNIT	Education Fund	\$45,687.37	
01-28-2021 Regular - Check #: 556406			\$14,568.25
IDEA-PMTS TO OTH GOV UNIT	Education Fund	\$14,568.25	
<b>SCANNING PENS INC (58217)</b>			<b>\$263.00</b>
01-13-2021 Regular - Check #: 556152			\$263.00
SUPPLIES IDEA B	Education Fund	\$263.00	
<b>SCHOOL HEALTH CORPORATION (452)</b>			<b>\$892.62</b>
01-20-2021 Regular - Check #: 556253			\$523.75
R&M WB ATH	Education Fund	\$523.75	
01-20-2021 Regular - Check #: 3965			\$21.74
ATHLETIC SPECIAL PROJECTS	Activity Fund	\$21.74	
01-28-2021 Regular - Check #: 556356			\$347.13
R&M WB ATH	Education Fund	\$347.13	
<b>SCHOOL SPECIALTY, INC (40033)</b>			<b>\$299.00</b>
01-28-2021 Regular - Check #: 556357			\$299.00
SUPPLIES WB ART	Education Fund	\$299.00	
<b>SCHROEDER'S ACE HARDWARE (116)</b>			<b>\$178.86</b>
01-06-2021 Regular - Check #: 556090			\$109.32
SUPPLIES DO MAINTENANCE	O & M Fund	\$59.33	
SUPPLIES AT MAINTENANCE	O & M Fund	\$49.99	
01-13-2021 Regular - Check #: 556153			\$29.57
SUPPLIES DO MAINTENANCE	O & M Fund	\$15.58	
SUPPLIES AT MAINTENANCE	O & M Fund	\$13.99	
01-20-2021 Regular - Check #: 556254			\$22.80
SUPPLIES DO MAINTENANCE	O & M Fund	\$4.86	
SUPPLIES AT MAINTENANCE	O & M Fund	\$9.98	
SUPPLIES DO MAINTENANCE	O & M Fund	\$7.96	
01-28-2021 Regular - Check #: 556358			\$17.17
SUPPLIES DO MAINTENANCE	O & M Fund	\$11.18	
SUPPLIES WB MAINTENANCE	O & M Fund	\$5.99	
<b>SEIU LOCAL 73 (1595)</b>			<b>\$2,194.40</b>
01-13-2021 Regular - Check #: 556118			\$1,097.20
EDUCATION FUND	Education Fund	\$1,097.20	
01-28-2021 Regular - Check #: 556317			\$1,097.20
EDUCATION FUND	Education Fund	\$1,097.20	
<b>SHERI D'AMBROSE (4609)</b>	39		<b>\$106.98</b>
01-06-2021 Regular - Check #: 3923			\$106.98
STUDENT COUNCIL	Activity Fund	\$106.98	

<b>SHERWIN-WILLIAMS (53656)</b>			<b>\$262.30</b>
01-06-2021	Regular - Check #: 556091		\$163.28
	SUPPLIES WB MAINTENANCE	O & M Fund	\$163.28
01-20-2021	Regular - Check #: 556255		\$99.02
	SUPPLIES WB MAINTENANCE	O & M Fund	\$90.54
	SUPPLIES WB MAINTENANCE	O & M Fund	\$8.48
<b>SMG SECURITY SYSTEMS, INC. (20483)</b>			<b>\$706.95</b>
01-13-2021	Regular - Check #: 556154		\$706.95
	PUR SVC WB OPERATIONS	O & M Fund	\$706.95
<b>SNAP-ON INDUSTRIAL (42493)</b>			<b>\$9,245.04</b>
01-13-2021	Regular - Check #: 556155		\$4,540.29
	NON CAP EQUIP CTEI	Education Fund	\$3,781.10
	SUPP SOFTWARE CARL PERKINS	Education Fund	\$759.19
01-28-2021	Regular - Check #: 556359		\$4,704.75
	NON-CAP CARL PERKINS	Education Fund	\$2,996.25
	SUPP SOFTWARE CARL PERKINS	Education Fund	\$936.75
	NON CAP EQUIP CTEI	Education Fund	\$771.75
<b>SOARING EAGLE ACADEMY (56551)</b>			<b>\$11,282.04</b>
01-20-2021	Regular - Check #: 556309		\$11,282.04
	SPED PRIVATE TUITION WBHS	Education Fund	\$5,641.02
	SPED PRIVATE TUITION ATHS	Education Fund	\$5,641.02
<b>SONIA HERNANDEZ (54818)</b>			<b>\$50.00</b>
01-13-2021	Regular - Check #: 3950		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
<b>SOUND MUSIC PUBLICATIONS (58216)</b>			<b>\$125.00</b>
01-13-2021	Regular - Check #: 3951		\$125.00
	CHOIR ACTIVITY	Activity Fund	\$125.00
<b>SPECIAL EDUCATION SYSTEMS INC (43772)</b>			<b>\$2,032.44</b>
01-06-2021	Regular - Check #: 556092		\$262.36
	SP ED TRANSPORTATION	Transportation Fund	\$262.36
01-20-2021	Regular - Check #: 556256		\$1,770.08
	SP ED TRANSPORTATION	Transportation Fund	\$1,770.08
<b>SPEECH THERAPY PROS (58220)</b>			<b>\$667.52</b>
01-20-2021	Regular - Check #: 3966		\$667.52
	OPTIONS FAIR EVENT-SPED	Activity Fund	\$667.52
<b>SRFAX (57531)</b>			<b>\$31.80</b>
01-06-2021	Regular - Check #: 556093	40	\$15.90

PUR SVC DIST TECH	Education Fund	\$15.90	
01-28-2021 Regular - Check #: 556360			\$15.90
PUR SVC DIST TECH	Education Fund	\$15.90	
<b>STEPHANIE ENNIS (49220)</b>			<b>\$969.23</b>
01-20-2021 Regular - Check #: 556310			\$776.72
SUPPLIES WB FAM CONS	Education Fund	\$776.72	
01-20-2021 Regular - Check #: 3967			\$192.51
CHILD DEVELOPMENT	Activity Fund	\$192.51	
<b>STEPHANIE ENNIS (53716)</b>			<b>\$599.63</b>
01-28-2021 Regular - Check #: 556407			\$599.63
TUITION REIMBURSEMENT	Education Fund	\$599.63	
<b>STEPHANIE NITKA (56055)</b>			<b>\$27.98</b>
01-06-2021 Regular - Check #: 3924			\$27.98
TRANSITIONS PROGRAM	Activity Fund	\$27.98	
<b>STREAMWOOD BEHAVIORAL (26271)</b>			<b>\$6,749.76</b>
01-06-2021 Regular - Check #: 556115			\$3,796.74
SPED PRIVATE TUITION WBHS	Education Fund	\$3,796.74	
01-20-2021 Regular - Check #: 556311			\$2,953.02
SPED PRIVATE TUITION WBHS	Education Fund	\$2,953.02	
<b>SUBURBAN LIFE PUBLICATIONS (51674)</b>			<b>\$52.00</b>
01-20-2021 Regular - Check #: 556312			\$52.00
PUR SVC BOE PUBLIC REL	Education Fund	\$52.00	
<b>SUBURBAN TIRE AUTO CARE CTR (51861)</b>			<b>\$199.58</b>
01-20-2021 Regular - Check #: 556257			\$199.58
SUPPLIES WB I&T	Education Fund	\$199.58	
<b>SUN LIFE ASSURANCE CO OF CANADA (57720)</b>			<b>\$5,599.82</b>
01-20-2021 Regular - Check #: 556313			\$5,599.82
LIFE INSURANCE/LTD	Education Fund	\$5,599.82	
<b>SUSAN PUK (58213)</b>			<b>\$70.00</b>
01-13-2021 Regular - Check #: 3952			\$70.00
PARENTS OF WB (POW)	Activity Fund	\$70.00	
<b>SUSANNA NOLTE (52976)</b>			<b>\$181.31</b>
01-28-2021 Regular - Check #: 3982			\$181.31
CLASSIFIED MEDICAL REIMB	Activity Fund	\$181.31	
<b>SUZANNE FLEMMING (55384)</b>			<b>\$50.00</b>
01-13-2021 Regular - Check #: 3953	41		\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	

<b>TALX UC EXPRESS (47113)</b>			<b>\$2,010.00</b>
01-28-2021	Regular - Check #: 556384		\$2,010.00
	PUR SVC CENT - HR	Education Fund	\$600.00
	PUR SVC CENT - HR	Education Fund	\$1,410.00
<b>TERRACE SUPPLY (485)</b>			<b>\$43.09</b>
01-13-2021	Regular - Check #: 556156		\$31.31
	SUPPLIES WB MAINTENANCE	O & M Fund	\$13.64
	SUPPLIES WB PRIN OFF	Education Fund	\$11.78
	SUPPLIES AT MAINTENANCE	O & M Fund	\$5.89
01-20-2021	Regular - Check #: 556258		\$11.78
	SUPPLIES AT MAINTENANCE	O & M Fund	\$5.89
	SUPPLIES AT MAINTENANCE	O & M Fund	\$5.89
<b>THE AMERICAN REGISTRY (58224)</b>			<b>\$171.90</b>
01-28-2021	Regular - Check #: 556361		\$171.90
	SUPPLIES WB PRIN OFF	Education Fund	\$171.90
<b>THE GRAPHIC EDGE LLC (58218)</b>			<b>\$478.92</b>
01-20-2021	Regular - Check #: 556259		\$478.92
	SUPPLIES WB ATHLETICS	Education Fund	\$478.92
<b>THE LANGUAGE LABS (56819)</b>			<b>\$990.00</b>
01-20-2021	Regular - Check #: 556260		\$990.00
	PS IDEA B SUPPORT SVCS	Education Fund	\$990.00
<b>THE OMNI GROUP (55154)</b>			<b>\$72.50</b>
01-28-2021	Regular - Check #: 556408		\$72.50
	EDUCATION FUND	Education Fund	\$72.50
<b>THELMA RIVERA (58207)</b>			<b>\$70.00</b>
01-13-2021	Regular - Check #: 3954		\$70.00
	PARENTS OF WB (POW)	Activity Fund	\$70.00
<b>THOMAS FOSNOT (57374)</b>			<b>\$195.00</b>
01-13-2021	Regular - Check #: 556212		\$195.00
	PUR SVC AT ATH	Education Fund	\$195.00
<b>THOMSON REUTERS WEST (58182)</b>			<b>\$1,029.00</b>
01-13-2021	Regular - Check #: 556157		\$1,029.00
	PURCH SVC BUSINESS OFFICE	Education Fund	\$1,029.00
<b>TRANE (41146)</b>			<b>\$1,320.48</b>
01-13-2021	Regular - Check #: 556158		\$1,320.48
	SUPPLIES AT MAINTENANCE	O & M Fund	\$1,217.77
	SUPPLIES WB MAINTENANCE	O & M Fund	\$102.71

<b>TROPHIES BY GEORGE (17960)</b>			<b>\$53.25</b>
01-20-2021	Regular - Check #: 3968		\$53.25
	IND EVENTS SPEECH TEAM	Activity Fund	\$53.25
<b>TYCO INTEGRATED SECURITY, LLC (54190)</b>			<b>\$148.84</b>
01-13-2021	Regular - Check #: 556140		\$148.84
	PUR SVC AT OPERATIONS	O & M Fund	\$148.84
<b>UMB BANK F/B/O AXA (57418)</b>			<b>\$8,020.00</b>
01-13-2021	Regular - Check #: 556213		\$4,010.00
	EDUCATION FUND	Education Fund	\$4,010.00
01-28-2021	Regular - Check #: 556410		\$4,010.00
	EDUCATION FUND	Education Fund	\$4,010.00
<b>UNIFIRST CORPORATION (57941)</b>			<b>\$11,464.42</b>
01-20-2021	Regular - Check #: 556261		\$11,464.42
	SUPPLIES WB MAINTENANCE	O & M Fund	\$5,732.21
	SUPPLIES AT MAINTENANCE	O & M Fund	\$5,732.21
<b>UNITED LABORATORIES INC (10805)</b>			<b>\$729.20</b>
01-13-2021	Regular - Check #: 556159		\$729.20
	SUPPLIES WB MAINTENANCE	O & M Fund	\$364.60
	SUPPLIES AT MAINTENANCE	O & M Fund	\$364.60
<b>UNITED PARCEL SERVICE (6763)</b>			<b>\$32.87</b>
01-06-2021	Regular - Check #: 556094		\$12.58
	PUR SVC POSTAGE - AT	Education Fund	\$12.58
01-13-2021	Regular - Check #: 556161		\$14.87
	PUR SVC POSTAGE - AT	Education Fund	\$14.87
01-20-2021	Regular - Check #: 556263		\$5.42
	PUR SVC POSTAGE - AT	Education Fund	\$5.42
<b>UNIVERSAL TAXI DISPATCH, INC. (54647)</b>			<b>\$4,589.00</b>
01-20-2021	Regular - Check #: 556262		\$2,614.00
	SP ED TRANSPORTATION	Transportation Fund	\$2,614.00
01-28-2021	Regular - Check #: 556362		\$1,975.00
	SP ED TRANSPORTATION	Transportation Fund	\$1,271.00
	SP ED TRANSPORTATION	Transportation Fund	\$704.00
<b>USPS-POC (58048)</b>			<b>\$14,900.00</b>
01-06-2021	Regular - Check #: 556116		\$5,000.00
	PUR SVC BOE POSTAGE	Education Fund	\$5,000.00
01-28-2021	Regular - Check #: 556411	43	\$9,900.00
	PUR SVC POSTAGE - WB	Education Fund	\$9,900.00

<b>UT AUSTIN (52550)</b>			<b>\$300.00</b>
01-13-2021	Regular - Check #: 556160		\$300.00
	SUPPLIES WB SCIENCE	Education Fund	\$300.00
<b>VANGUARD ENERGY SERVICES (49184)</b>			<b>\$30,043.31</b>
01-13-2021	Regular - Check #: 556214		\$10,652.19
	HEATING AT UTILITY	O & M Fund	\$5,232.89
	HEATING WB UTILITY	O & M Fund	\$5,086.31
	HEATING DO	O & M Fund	\$332.99
01-28-2021	Regular - Check #: 556412		\$19,391.12
	HEATING WB UTILITY	O & M Fund	\$9,775.06
	HEATING AT UTILITY	O & M Fund	\$8,975.96
	HEATING DO	O & M Fund	\$640.10
<b>VARI SALES CORPORATION (57704)</b>			<b>\$3,150.00</b>
01-28-2021	Regular - Check #: 556363		\$1,800.00
	SUPPLIES IDEA B	Education Fund	\$1,800.00
01-28-2021	Regular - Check #: 556364		\$1,350.00
	SUPPLIES IDEA B	Education Fund	\$1,350.00
<b>VARIABLE ANNUITY LIFE INS. CO. (772)</b>			<b>\$5,716.00</b>
01-13-2021	Regular - Check #: 556215		\$2,858.00
	EDUCATION FUND	Education Fund	\$2,858.00
01-28-2021	Regular - Check #: 556413		\$2,858.00
	EDUCATION FUND	Education Fund	\$2,858.00
<b>VERONICA DIAZ (53604)</b>			<b>\$50.00</b>
01-13-2021	Regular - Check #: 3955		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
<b>VILLA PARK ELECTRICAL SUPPLY (19787)</b>			<b>\$383.51</b>
01-13-2021	Regular - Check #: 556162		\$27.41
	SUPPLIES DO MAINTENANCE	O & M Fund	\$27.41
01-20-2021	Regular - Check #: 556264		\$356.10
	SUPPLIES WB MAINTENANCE	O & M Fund	\$356.10
<b>VILLAGE OF ADDISON (136)</b>			<b>\$6,281.99</b>
01-06-2021	Regular - Check #: 556117		\$141.42
	SUPPLIES WB MAINTENANCE	O & M Fund	\$87.63
	SPED TRANSPRTATION SUPPLY	Transportation Fund	\$29.36
	SUPPLIES AT DRIVER ED	Education Fund	\$24.43
01-13-2021	Regular - Check #: 556216	44	\$187.19
	WATER UTILITY DO	O & M Fund	\$187.19

01-13-2021 Regular - Check #: 556217			\$5,543.20
WATER AT UTILITY	O & M Fund	\$5,543.20	
01-13-2021 Regular - Check #: 556218			\$153.61
WATER AT UTILITY	O & M Fund	\$153.61	
01-28-2021 Regular - Check #: 556414			\$119.40
SUPPLIES WB MAINTENANCE	O & M Fund	\$119.40	
01-28-2021 Regular - Check #: 556415			\$137.17
SUPPLIES AT MAINTENANCE	O & M Fund	\$70.38	
SPED TRANSPRTATION SUPPLY	Transportation Fund	\$33.64	
REG TRANSPORTATION SUPPLY	Transportation Fund	\$18.04	
SUPPLIES AT DRIVER ED	Education Fund	\$15.11	
<b>VILLAGE OF VILLA PARK (13137)</b>			<b>\$2,868.45</b>
01-13-2021 Regular - Check #: 556219			\$200.00
PUR SVC WB OPERATIONS	O & M Fund	\$200.00	
01-20-2021 Regular - Check #: 556315			\$2,254.17
WATER WB UTILITY	O & M Fund	\$2,254.17	
01-20-2021 Regular - Check #: 556316			\$41.82
WATER WB UTILITY	O & M Fund	\$41.82	
01-28-2021 Regular - Check #: 556416			\$372.46
SUPPLIES WB DRIVER ED	Education Fund	\$217.33	
SUPPLIES WB DRIVER ED	Education Fund	\$155.13	
<b>WAREHOUSE DIRECT INC (47538)</b>			<b>\$203.50</b>
01-13-2021 Regular - Check #: 556163			\$203.50
SUPPLIES WB CUSTODIAL	O & M Fund	\$203.50	
<b>WEST SUBURBAN TEACHERS UNION (1594)</b>			<b>\$26,109.70</b>
01-13-2021 Regular - Check #: 556119			\$13,079.87
EDUCATION FUND	Education Fund	\$13,079.87	
01-28-2021 Regular - Check #: 556318			\$13,029.83
EDUCATION FUND	Education Fund	\$13,029.83	
<b>WHEATON NORTH HIGH SCHOOL (1482)</b>			<b>\$480.00</b>
01-28-2021 Regular - Check #: 556417			\$480.00
P.S.IMP INST TITLE II	Education Fund	\$480.00	
<b>WIGHT &amp; COMPANY (511)</b>			<b>\$18,074.90</b>
01-28-2021 Regular - Check #: 556365			\$18,074.90
A&E CONSTRUCTION SERVICE	Capital Projects Fund	\$8,000.00	
A&E CONSTRUCTION SERVICE	Capital Projects Fund	\$6,021.97	
CONSTRUCTION SERVICES	O & M Fund	\$4,052.93	
<b>YUSUF SHAH (57565)</b>			<b>\$1,200.00</b>

01-28-2021 Regular - Check #: 556418			\$1,200.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>ZOOM VIDEO COMMUNICATIONS, INC (57990)</b>			<b>\$142.26</b>
01-06-2021 Regular - Check #: 556095			\$90.00
PUR SVC DIST TECH	Education Fund	\$90.00	
01-13-2021 Regular - Check #: 556164			\$52.26
PUR SVC DIST TECH	Education Fund	\$52.26	



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** February 3, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** **Food Service Management Company Renewal for 2021-2022**

We are recommending acceptance of the renewal terms with Chartwells at a rate increase of 3.00% for the provision of food service management for the 2021-22 school year. As of June 30, 2021, we will have completed our final year of a five-year contract with Chartwells. However, due to the Covid-19 pandemic, the USDA has provided a waiver for this upcoming school year allowing school districts in the final year of their contract to extend the same contract terms for one additional year. The Illinois State Board of Education has confirmed they will accept this waiver from school districts in their final year. Renewal terms in the original five year bid stipulate that annual increases will be indexed to December Consumer Price Index for Food Away-From Home with a maximum increase of 3.00%. As of December 2020 this Consumer Price Index was 3.90%. Chartwells has demonstrated a commitment to working with the District to meet our expectations and agreed to the renewal at 3.00% for 2021-22. Their product offerings have been well received by the students. We appreciate their continued pursuit of new offerings, professional on-line portal to the weekly menu, including comprehensive nutritional information for each meal, and their commitment to staff safety training and procedures. Furthermore, Chartwells has been a great partner of the District as they have helped the administration to write and receive a grant to enhance our Breakfast On-The-Go program, they continue to sponsor the District's Wellness days, and they continue to expand meal offerings to students. Chartwells continues to support our meal program and was instrumental with the summer meal service program and continues to be through the pandemic with weekly meal service from both schools.

The bid for food service is one that is strictly outlined by the state to meet the federal National School Lunch Program (NSLP) guidelines with limited local input. Federal and state meal reimbursements, along with daily sales for paid and ala carte items, are designed to make this essentially a break even program after all expenses are factored in.

**Recommendation:**

The administration is recommending that the Board of Education approve the extension of the current contract with Chartwells at a rate increase of 3.00% for the provision of food service management for the 2021-22 school year.

Cc: Mr. Edward Hoster

**6. Separate Action Items**

A. Return to School Plan- Stage 2 Remote Plus

**UPDATE- COVID-19 Re-Opening Plan**  
**The DuPage High School District 88**  
**Return to School Plan**

During the October 5, 2020 meeting, the District 88 Board of Education approved the administration's recommendation to align the COVID-19 Re-Opening Plan-DuPage High School District 88 Return to School Plan with the DuPage County return to school framework and the DuPage County COVID-19 School Metrics Guidance that was released on August 28, 2020.

In the DCHD model, there are three levels of transmission that we monitor weekly: Minimal, Moderate, and Substantial Community Transmission. Each of these levels is determined by a variety of factors, including The county-level risk metric color (Orange or Blue) Weekly cases per 100,000 people Changes in the weekly county overall case numbers Changes in the weekly county youth numbers (under the age of 20) Positivity rates The neighboring/regional indicator level (Cook, Kane, and Will). As health experts learn more about COVID and community spread, these metrics may be modified or changed DuPage County's Level of COVID-19 Community Transmission is determined by the highest category in which a single metric is met or exceeded. For example, if one metric is met or exceeded in the "Substantial Community Transmission" category, DuPage County will be at that level.

As of the most recent DuPage County School Metrics Report (which is based on the data from the prior week), the number of COVID-19 cases per 100,000 were reported to be 232 per 100,000 and the positivity rate was 7.0%. However, the Illinois Department of Health regional data indicates that this number will be trending down. Today, on the IDPH data report the DuPage County positivity rate was 5.5%. The CDC regional data showed the number of COVID-19 cases per 100,000 to be 169. Based on this positive data trend, although the case counts are not fully under 100 as indicated on the DuPage High School District 88 Return to School Plan (which is based on the DuPage County Health Department school metrics), we recommend the Board grant authority to move to the "Stage 2 Remote Plus" stage of our re-entry plan. This stage would begin February 22<sup>nd</sup>, 2021 and, in addition to the in-person activities allowed under "Stage 1 Remote", would allow for more teachers to bring in small groups of students for in-person learning activities. Additionally, drivers ed would begin and self-contained programs would return to campus full time by March 2<sup>nd</sup>. Authorizing the move to "Stage 2 Remote Plus" now will allow the staff and administration to prepare for the move to "Stage 3 Hybrid Learning" later in the spring if this positive trend towards lower case counts continues towards minimal transmission. In the event the case counts rise, the administration would still have the authority to call an Adaptive Pause and suspend in-person activities at any time.

**Suggested Motion:** Move that the Board of Education authorize the move to "Stage 2 Remote Plus" of the DuPage High School District 88 Return to School Plan to begin on February 22<sup>nd</sup>, 2021.



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** February 3, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** List of Bills – Vendor Payments from January 21 – February 3, 2021

Attached for approval to release is a list of payments to vendors for the period of January 21 – February 3, 2021 in the total amount of \$576,290.46.

**Suggested Motion:**

Move that the Board of Education approve the list of payments to vendors for the period of January 21 – February 3, 2021 in the total amount of \$576,290.46.

Cc: Mr. Edward Hoster



Vendors over \$0.00  
 01-21-2021 to 02-03-2021  
 Generated on 02-03-2021 at 7:10 PM  
 Total Results: 128

<b>ACCURATE OFFICE SUPPLY CO. (15633)</b>			<b>\$411.10</b>
01-28-2021	Regular - Check #: 556319		\$411.10
	SUPPLIES CENT SUPPORT SER	Education Fund	\$144.64
	SUPPLIES CENT SUPPORT SER	Education Fund	\$30.25
	SUPPLIES CENT SUPPORT SER	Education Fund	\$142.13
	SUPPLIES CENT SUPPORT SER	Education Fund	\$94.08
<b>ADDISON TRAIL MUSIC BOOSTERS (17863)</b>			<b>\$0.00</b>
01-25-2021	Void - Check #: 3721		(\$195.00)
	AT RESERVE ACTIVITY	Activity Fund	\$195.00
	AT RESERVE ACTIVITY	Activity Fund	(\$195.00)
01-28-2021	Regular - Check #: 3969		\$195.00
	AT RESERVE ACTIVITY	Activity Fund	\$195.00
<b>ALBERTSONS (49303)</b>			<b>\$433.44</b>
01-28-2021	Regular - Check #: 556321		\$163.54
	SUPPLIES AT SPED	Education Fund	\$163.54
01-28-2021	Regular - Check #: 556322		\$269.90
	SUPPLIES AT SPED	Education Fund	\$269.90
<b>ALLAN E RENDAK (57697)</b>			<b>\$89.00</b>
01-28-2021	Regular - Check #: 556366		\$89.00
	SUPPLIES WB MUSIC	Education Fund	\$89.00
<b>ALMA VILLEGAS (48229)</b>			<b>\$123.88</b>
01-28-2021	Regular - Check #: 3970		\$123.88
	CLASSIFIED MEDICAL REIMB	Activity Fund	\$123.88
<b>AMERITAS (52853)</b>			<b>\$119.00</b>
01-28-2021	Regular - Check #: 556367		\$119.00
	EDUCATION FUND	Education Fund	\$119.00
<b>AMY FERRARO (41761)</b>			<b>\$80.00</b>
01-28-2021	Regular - Check #: 556368		\$80.00
	P.S.IMP INST TITLE II	53 Education Fund	\$80.00
<b>AMY WELTIN (58054)</b>			<b>\$250.00</b>

01-28-2021 Regular - Check #: 556369			\$250.00
P.S.IMP INST TITLE II	Education Fund		\$250.00
<b>ANGELA RUIZ (57098)</b>			<b>\$316.98</b>
01-28-2021 Regular - Check #: 3971			\$316.98
CLASSIFIED MEDICAL REIMB	Activity Fund		\$316.98
<b>ANNA LU (53960)</b>			<b>\$250.00</b>
02-03-2021 Regular - Check #: 556437			\$250.00
P.S.IMP INST TITLE II	Education Fund		\$250.00
<b>ASE EDUCATION FOUNDATION (56882)</b>			<b>\$170.00</b>
02-03-2021 Regular - Check #: 556427			\$170.00
SUPPLY AT VOC ED I&T	Education Fund		\$170.00
<b>ASHLEY ANDERSON (56740)</b>			<b>\$19.00</b>
02-03-2021 Regular - Check #: 556438			\$19.00
SUPPLIES WB TECH	Education Fund		\$19.00
<b>ASSURED SOLUTIONS (58121)</b>			<b>\$9,621.87</b>
01-28-2021 Regular - Check #: 556320			\$9,621.87
SUPPLIES AT MAINTENANCE	O & M Fund		\$9,510.25
SUPPLIES WB MAINTENANCE	O & M Fund		\$111.62
<b>AUTOMATED LOGIC CHICAGO (52223)</b>			<b>\$538.00</b>
02-03-2021 Regular - Check #: 556419			\$538.00
SUPPLIES WB MAINTENANCE	O & M Fund		\$538.00
<b>AXA EQUITABLE (7986)</b>			<b>\$23,410.06</b>
01-28-2021 Regular - Check #: 556370			\$23,410.06
EDUCATION FUND	Education Fund		\$23,410.06
<b>AYESHA RIZVI (56795)</b>			<b>\$230.00</b>
01-28-2021 Regular - Check #: 556371			\$230.00
P.S.IMP INST TITLE II	Education Fund		\$230.00
<b>B &amp; H PHOTO VIDEO (22440)</b>			<b>\$4,050.47</b>
01-28-2021 Regular - Check #: 556323			\$367.37
SUPPLIES AT MUSIC	Education Fund		\$249.45
SUPPLIES AT MUSIC	Education Fund		\$117.92
02-03-2021 Regular - Check #: 556420			\$3,683.10
SUPPLIES WB I&T	Education Fund		\$3,683.10
<b>BLICK ART MATERIALS LLC (7044)</b>			<b>\$1,249.51</b>
01-28-2021 Regular - Check #: 556324			\$25.96
SUPPLIES AT ART	54 Education Fund		\$25.96
01-28-2021 Regular - Check #: 556325			\$356.69

SUPPLIES WB ART	Education Fund	\$356.69	
02-03-2021 Regular - Check #: 556421			\$866.86
NON CAP EQUIP CTEI	Education Fund	\$534.86	
SUPPLIES C&T ED IMP GRANT	Education Fund	\$332.00	
<b>BPA ILLINOIS ASSOCIATION (40550)</b>			<b>\$980.00</b>
01-28-2021 Regular - Check #: 556372			\$980.00
VOC STUDENT TRAVEL	Education Fund	\$525.00	
SUPPLIES WB STUDENT ACTIV	Education Fund	\$455.00	
<b>BRANDON MURPHY (51441)</b>			<b>\$1,043.90</b>
01-28-2021 Regular - Check #: 3972			\$1,043.90
CLASS CHILD CARE REIMB	Activity Fund	\$1,000.00	
ADMIN MEDICAL REIMB.	Activity Fund	\$43.90	
<b>BSN SPORTS (3284)</b>			<b>\$2,653.95</b>
01-28-2021 Regular - Check #: 556326			\$2,653.95
SUPPLIES AT ATH	Education Fund	\$2,653.95	
<b>CAREER SAFE (48703)</b>			<b>\$350.00</b>
01-28-2021 Regular - Check #: 556327			\$350.00
SUPPLY AT VOC ED I&T	Education Fund	\$350.00	
<b>CENTURY SPRINGS (47088)</b>			<b>\$6.25</b>
01-28-2021 Regular - Check #: 556328			\$6.25
SUPPLIES WB PRIN OFF	Education Fund	\$6.25	
<b>CHEROKEE ROSE EMBROIDERY INC (43374)</b>			<b>\$96.00</b>
01-28-2021 Regular - Check #: 556329			\$96.00
SUPPLIES WB PRIN OFF	Education Fund	\$96.00	
<b>CHICAGO TRIBUNE (2107)</b>			<b>\$6.50</b>
01-28-2021 Regular - Check #: 556373			\$6.50
PERIODICALS WB LIBRARY	Education Fund	\$6.50	
<b>CINTAS FIRE PROTECTION (56606)</b>			<b>\$476.14</b>
01-28-2021 Regular - Check #: 556330			\$476.14
PUR SVC WB MAINTENANCE	O & M Fund	\$476.14	
<b>COLONIAL LIFE &amp; ACCIDENT INS. (15805)</b>			<b>\$300.80</b>
01-28-2021 Regular - Check #: 556374			\$300.80
EDUCATION FUND	Education Fund	\$300.80	
<b>COTTAGE HILL OPERATING CO. (1670)</b>			<b>\$260,647.56</b>
01-28-2021 Regular - Check #: 556375			\$260,647.56
SP ED TRANSPORTATION	Transportation Fund	\$90,477.30	
SP ED TRANSPORTATION	Transportation Fund	\$70,957.49	

SP ED TRANSPORTATION	Transportation Fund	\$69,269.24
SP ED TRANSPORTATION	Transportation Fund	\$20,908.49
SP ED TRANSPORTATION	Transportation Fund	\$9,035.04
<b>COURTNEY VALA (51568)</b>		<b>\$254.57</b>
01-28-2021 Regular - Check #: 556376		\$254.57
SUPPLIES WB I&T	Education Fund	\$166.78
SUPPLIES WB I&T	Education Fund	\$87.79
<b>DALILA RAMIREZ (58074)</b>		<b>\$400.00</b>
01-28-2021 Regular - Check #: 556377		\$400.00
TUITION REIMBURSEMENT	Education Fund	\$400.00
<b>DANIELLE BRINK (53771)</b>		<b>\$344.99</b>
01-28-2021 Regular - Check #: 556378		\$344.99
PUR SVC BOE PUBLIC REL	Education Fund	\$344.99
<b>DAOES/TECHNOLOGY (29208)</b>		<b>\$5,696.25</b>
01-28-2021 Regular - Check #: 556331		\$5,696.25
TECH. CENTER MEMBERSHIP	Education Fund	\$5,180.75
TECH. CENTER MEMBERSHIP	Education Fund	\$515.50
<b>DECA INC (23201)</b>		<b>\$357.00</b>
01-28-2021 Regular - Check #: 3979		\$357.00
DISTRIBUTIVE EDUCATION	Activity Fund	\$357.00
<b>DISTRIBUTIVE EDUCATION CLUBS OF ILL (27844)</b>		<b>\$20.00</b>
01-28-2021 Regular - Check #: 3974		\$20.00
DISTRIBUTIVE EDUCATION	Activity Fund	\$20.00
<b>DON JOHNSTON INC (40768)</b>		<b>\$388.02</b>
02-03-2021 Regular - Check #: 556422		\$388.02
PS IDEA SPEECH PATH	Education Fund	\$388.02
<b>DUPAGE DIST #88 COUNCIL (58128)</b>		<b>\$34.00</b>
01-28-2021 Regular - Check #: 556380		\$34.00
EDUCATION FUND	Education Fund	\$34.00
<b>DUPAGE DISTRICT #88 COUNCIL (46995)</b>		<b>\$544.69</b>
01-28-2021 Regular - Check #: 556381		\$544.69
EDUCATION FUND	Education Fund	\$544.69
<b>DYNEGY ENERGY SERVICES (55868)</b>		<b>\$37,242.57</b>
01-28-2021 Regular - Check #: 556382		\$37,242.57
ELECTRICITY AT UTILITY	O & M Fund	\$37,242.57
<b>EMMA NELSON (58080)</b>		<b>\$1,000.00</b>
01-28-2021 Regular - Check #: 556383	56	\$1,000.00

TUITION REIMBURSEMENT	Education Fund	\$400.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>ERIN GROTH (54869)</b>			<b>\$250.00</b>
02-03-2021 Regular - Check #: 556439			\$250.00
P.S.IMP INST TITLE II	Education Fund	\$250.00	
<b>FOLLETT SCHOOL SOLUTIONS, INC. (55010)</b>			<b>\$988.57</b>
01-28-2021 Regular - Check #: 556332			\$96.40
BOOKS AT LIBRARY	Education Fund	\$96.40	
01-28-2021 Regular - Check #: 556333			\$892.17
BOOKS WB LIBRARY	Education Fund	\$653.70	
BOOKS WB LIBRARY	Education Fund	\$238.47	
<b>FORMS TECH INC (57708)</b>			<b>\$631.62</b>
02-03-2021 Regular - Check #: 556423			\$631.62
SUPPLIES AT PRIN OFF	Education Fund	\$631.62	
<b>GALIC DISBURSING COMPANY (25119)</b>			<b>\$830.00</b>
01-28-2021 Regular - Check #: 556385			\$830.00
EDUCATION FUND	Education Fund	\$830.00	
<b>GOPHER SPORT (17760)</b>			<b>\$5,008.59</b>
02-03-2021 Regular - Check #: 556424			\$5,008.59
SUPPLIES AT PE	Education Fund	\$5,008.59	
<b>GRAINGER, INC. (5777)</b>			<b>\$298.80</b>
01-28-2021 Regular - Check #: 556334			\$43.34
SUPPLIES WB MAINTENANCE	O & M Fund	\$43.34	
02-03-2021 Regular - Check #: 556425			\$255.46
SUPPLIES WB MAINTENANCE	O & M Fund	\$230.98	
SUPPLIES AT MAINTENANCE	O & M Fund	\$24.48	
<b>GRAPHICS ARTS SERVICES INC (58171)</b>			<b>\$2,000.00</b>
01-28-2021 Regular - Check #: 556335			\$2,000.00
SUPPLIES WB STUDENT ACTIV	Education Fund	\$2,000.00	
<b>HOME DEPOT CREDIT SERVICES (28359)</b>			<b>\$1,485.57</b>
01-28-2021 Regular - Check #: 556336			\$1,485.57
SUPPLIES C&T ED IMP GRANT	Education Fund	\$1,145.00	
SUPPLIES WB MAINTENANCE	O & M Fund	\$129.01	
SUPPLIES WB MAINTENANCE	O & M Fund	\$141.92	
SUPPLIES DO MAINTENANCE	O & M Fund	\$69.64	
<b>IASA (51348)</b>			<b>\$150.00</b>
01-28-2021 Regular - Check #: 556386	57		\$150.00

EXEC ADMIN STAFF TRAVEL	Education Fund	\$150.00	
<b>ILLINOIS ASSOC. OF FCCLA (42902)</b>			<b>\$10.00</b>
01-28-2021 Regular - Check #: 3973			\$10.00
FCCLA	Activity Fund	\$10.00	
<b>ILLINOIS DECA (44522)</b>			<b>\$525.00</b>
01-28-2021 Regular - Check #: 556387			\$525.00
VOC STUDENT TRAVEL	Education Fund	\$525.00	
<b>INTELLIGENT SYSTEMS SERVICES, INC (47114)</b>			<b>\$1,748.00</b>
01-28-2021 Regular - Check #: 556337			\$1,748.00
PUR SVC WB MAINTENANCE	O & M Fund	\$1,552.00	
SUPPLIES DO MAINTENANCE	O & M Fund	\$196.00	
<b>ISTE (46164)</b>			<b>\$75.00</b>
02-03-2021 Regular - Check #: 556440			\$75.00
CENT ADMIN PUR SVC	Education Fund	\$75.00	
<b>ITZEL CARRANZA HEGNER (49814)</b>			<b>\$107.88</b>
01-28-2021 Regular - Check #: 556388			\$107.88
SUPPLIES AT TECH	Education Fund	\$60.00	
SUPPLIES AT TECH	Education Fund	\$47.88	
<b>J.W. PEPPER AND SON, INC. (28697)</b>			<b>\$1,850.16</b>
01-28-2021 Regular - Check #: 556338			\$1,850.16
SUPPLIES WB MUSIC	Education Fund	\$1,439.49	
SUPPLIES AT MUSIC	Education Fund	\$52.00	
SUPPLIES AT MUSIC	Education Fund	\$97.98	
SUPPLIES AT MUSIC	Education Fund	\$1.95	
SUPPLIES AT MUSIC	Education Fund	\$27.49	
SUPPLIES AT MUSIC	Education Fund	\$11.25	
SUPPLIES AT MUSIC	Education Fund	\$220.00	
<b>JEAN BARBANENTE (25657)</b>			<b>\$4,500.00</b>
01-28-2021 Regular - Check #: 556389			\$4,500.00
EXEC ADMIN STAFF TRAVEL	Education Fund	\$4,500.00	
<b>KAREN GRADY (51015)</b>			<b>\$13.49</b>
01-28-2021 Regular - Check #: 3975			\$13.49
KIWANIS KEY CLUB	Activity Fund	\$13.49	
<b>LAURA WEINBRENNER (56411)</b>			<b>\$253.00</b>
02-03-2021 Regular - Check #: 556441			\$253.00
SUPPLIES AT SPED	Education Fund	\$253.00	
<b>LAWSON PRODUCTS, INC. (1125)</b>			<b>\$755.06</b>

01-28-2021 Regular - Check #: 556339			\$377.53
SUPPLIES WB MAINTENANCE	O & M Fund	\$377.53	
02-03-2021 Regular - Check #: 556426			\$377.53
SUPPLIES WB MAINTENANCE	O & M Fund	\$377.53	
<b>LEVONNE CESCOLINI-BOYER (16576)</b>			<b>\$85.57</b>
01-28-2021 Regular - Check #: 3976			\$85.57
ORCHESIS	Activity Fund	\$85.57	
<b>LIJA MARZEC (51688)</b>			<b>\$599.63</b>
01-28-2021 Regular - Check #: 556390			\$599.63
TUITION REIMBURSEMENT	Education Fund	\$599.63	
<b>LINCOLN INVESTMENT PLANNING INC. (1241)</b>			<b>\$4,075.83</b>
01-28-2021 Regular - Check #: 556391			\$4,075.83
EDUCATION FUND	Education Fund	\$4,075.83	
<b>LINDEN OAKS TUTORING SERVICES (53238)</b>			<b>\$872.28</b>
01-28-2021 Regular - Check #: 556340			\$872.28
WB HOME & HOSP TUTORING	Education Fund	\$629.98	
WB HOME & HOSP TUTORING	Education Fund	\$193.84	
WB HOME & HOSP TUTORING	Education Fund	\$48.46	
<b>LONGBEHN &amp; CO, INC (57709)</b>			<b>\$445.00</b>
01-28-2021 Regular - Check #: 3977			\$445.00
AT BEST BUDDIES CLUB	Activity Fund	\$445.00	
<b>LOURDES PINA (47288)</b>			<b>\$400.00</b>
02-03-2021 Regular - Check #: 556442			\$400.00
TUITION REIMBURSEMENT	Education Fund	\$100.00	
TUITION REIMBURSEMENT	Education Fund	\$100.00	
TUITION REIMBURSEMENT	Education Fund	\$100.00	
TUITION REIMBURSEMENT	Education Fund	\$100.00	
<b>LYNDA M JRAB (53074)</b>			<b>\$75.00</b>
02-03-2021 Regular - Check #: 556443			\$75.00
TUITION REIMBURSEMENT	Education Fund	\$75.00	
<b>MARIANJOY REHAB HOSPITAL (44502)</b>			<b>\$284.00</b>
01-28-2021 Regular - Check #: 556341			\$284.00
PUR SVC AT SPED	Education Fund	\$284.00	
<b>MARK GARLITZ (54878)</b>			<b>\$129.00</b>
02-03-2021 Regular - Check #: 556444			\$129.00
TUITION REIMBURSEMENT	Education Fund	\$129.00	
<b>MARK MANDARINO (55307)</b>			<b>\$811.41</b>

01-28-2021 Regular - Check #: 3978			\$811.41
CLASSIFIED MEDICAL REIMB	Activity Fund		\$811.41
<b>MARKLUND (25087)</b>			<b>\$5,783.96</b>
01-28-2021 Regular - Check #: 556392			\$5,783.96
SPED PRIVATE TUITION ATHS	Education Fund		\$5,783.96
<b>MATRIX TRUST COMPANY (56259)</b>			<b>\$980.00</b>
01-28-2021 Regular - Check #: 556393			\$980.00
EDUCATION FUND	Education Fund		\$980.00
<b>METROPOLITAN LIFE INS. COMPANY (776)</b>			<b>\$250.00</b>
01-28-2021 Regular - Check #: 556394			\$250.00
EDUCATION FUND	Education Fund		\$250.00
<b>MICHAEL WARREN (47649)</b>			<b>\$1,200.00</b>
02-03-2021 Regular - Check #: 556445			\$1,200.00
TUITION REIMBURSEMENT	Education Fund		\$600.00
TUITION REIMBURSEMENT	Education Fund		\$600.00
<b>MUSIC &amp; ARTS CENTER, INC. (49128)</b>			<b>\$933.00</b>
01-28-2021 Regular - Check #: 556342			\$933.00
R&M WB MUSIC	Education Fund		\$933.00
<b>MYZONE, INC. (56094)</b>			<b>\$6,070.00</b>
01-28-2021 Regular - Check #: 556343			\$6,070.00
TEXTBOOKS AT BOOKSTORE	Education Fund		\$6,000.00
TEXTBOOKS AT BOOKSTORE	Education Fund		\$70.00
<b>NEWPORT TRUST COMPANY (56733)</b>			<b>\$3,900.00</b>
01-28-2021 Regular - Check #: 556395			\$3,900.00
EDUCATION FUND	Education Fund		\$3,900.00
<b>OMBUDSMAN EDUC. SERVICES LTD. (874)</b>			<b>\$8,921.36</b>
01-28-2021 Regular - Check #: 556396			\$8,921.36
SPED PRIVATE TUITION WBHS	Education Fund		\$4,460.68
SPED PRIVATE TUITION ATHS	Education Fund		\$4,460.68
<b>OVERDRIVE EDUCATION (56569)</b>			<b>\$887.86</b>
01-28-2021 Regular - Check #: 556344			\$887.86
BOOKS AT LIBRARY	Education Fund		\$29.93
BOOKS WB LIBRARY	Education Fund		\$29.92
BOOKS AT LIBRARY	Education Fund		\$29.93
BOOKS WB LIBRARY	Education Fund		\$29.92
BOOKS AT LIBRARY	Education Fund		\$20.75
BOOKS WB LIBRARY	Education Fund		\$20.74
BOOKS WB LIBRARY	Education Fund		\$138.66

BOOKS AT LIBRARY	Education Fund	\$138.66
BOOKS AT LIBRARY	Education Fund	\$29.93
BOOKS WB LIBRARY	Education Fund	\$29.92
BOOKS WB LIBRARY	Education Fund	\$167.25
BOOKS AT LIBRARY	Education Fund	\$167.25
BOOKS WB LIBRARY	Education Fund	\$27.50
BOOKS AT LIBRARY	Education Fund	\$27.50
<b>PACIFIC LIFE (43739)</b>		<b>\$1,730.00</b>
01-28-2021 Regular - Check #: 556397		\$1,730.00
EDUCATION FUND	Education Fund	\$1,730.00
<b>PARTNERSHIP FOR INSPIRED (53426)</b>		<b>\$11,705.00</b>
02-03-2021 Regular - Check #: 3983		\$11,705.00
PART FOR INSPIRED EDU.	Activity Fund	\$11,705.00
<b>PERFORM BETTER (53650)</b>		<b>\$645.00</b>
01-28-2021 Regular - Check #: 556345		\$645.00
SUPPLIES AT PE	Education Fund	\$645.00
<b>PETE MAKRINSKI (52642)</b>		<b>\$378.52</b>
01-28-2021 Regular - Check #: 3980		\$378.52
CLASSIFIED MEDICAL REIMB	Activity Fund	\$378.52
<b>PNK CONSTRUCTION (58187)</b>		<b>\$23,400.00</b>
02-03-2021 Regular - Check #: 556428		\$23,400.00
CAP PROJECT-WB	Capital Projects Fund	\$23,400.00
<b>QUINLAN AND FABISH (16088)</b>		<b>\$4,973.77</b>
01-28-2021 Regular - Check #: 556346		\$1,717.77
R&M WB MUSIC	Education Fund	\$1,067.00
SUPPLIES WB MUSIC	Education Fund	\$650.77
02-03-2021 Regular - Check #: 556429		\$3,256.00
SUPPLIES WB MUSIC	Education Fund	\$3,256.00
<b>RACHEL KAROS (53378)</b>		<b>\$800.00</b>
01-28-2021 Regular - Check #: 556398		\$800.00
TUITION REIMBURSEMENT	Education Fund	\$600.00
TUITION REIMBURSEMENT	Education Fund	\$200.00
<b>RAMROD DISTRIBUTORS, INC. (14417)</b>		<b>\$84.00</b>
01-28-2021 Regular - Check #: 556347		\$84.00
SUPPLIES AT MAINTENANCE	O & M Fund	\$46.00
SUPPLIES AT CUSTODIAL	O & M Fund	\$38.00
<b>READY REFRESH BY NESTLE (50783)</b>		<b>\$51.49</b>
01-28-2021 Regular - Check #: 556348		\$51.49

SUPPLIES AT HEALTH SVC	Education Fund	\$29.99	
SUPPLIES AT LIBRARY	Education Fund	\$21.50	
<b>REAVIS HIGH SCHOOL (21645)</b>			<b>\$225.00</b>
01-28-2021 Regular - Check #: 556399			\$225.00
PUR SVC WB ATH	Education Fund	\$225.00	
<b>REGIONAL TRUCK EQUIPMENT CO INC (47431)</b>			<b>\$498.71</b>
02-03-2021 Regular - Check #: 556430			\$498.71
SUPPLIES AT MAINTENANCE	O & M Fund	\$479.64	
SUPPLIES AT MAINTENANCE	O & M Fund	\$19.07	
<b>REINDERS (51443)</b>			<b>\$570.22</b>
02-03-2021 Regular - Check #: 556431			\$570.22
SUPPLIES AT MAINTENANCE	O & M Fund	\$395.76	
SUPPLIES AT MAINTENANCE	O & M Fund	\$174.46	
<b>REPUBLIC SERVICES #551 (55610)</b>			<b>\$491.97</b>
01-28-2021 Regular - Check #: 556400			\$491.97
REFUSE DISPOSAL AT OPER	O & M Fund	\$491.97	
<b>ROBBINS SCHWARTZ (56056)</b>			<b>\$1,380.76</b>
01-28-2021 Regular - Check #: 556349			\$1,380.76
PUR SVC BOE LEGAL SERVICE	Education Fund	\$728.80	
PUR SVC BOE LEGAL SERVICE	Education Fund	\$651.96	
<b>ROBERT DALY (53462)</b>			<b>\$600.00</b>
01-28-2021 Regular - Check #: 556401			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
<b>ROCKLER WOODWORKING AND HARDWARE (47308)</b>			<b>\$15.98</b>
01-28-2021 Regular - Check #: 556350			\$15.98
SUPPLIES WB I&T	Education Fund	\$15.98	
<b>ROSEANN JANUSZ (53037)</b>			<b>\$310.99</b>
01-28-2021 Regular - Check #: 556402			\$310.99
BOOKS WB LIBRARY	Education Fund	\$185.93	
BOOKS AT LIBRARY	Education Fund	\$31.67	
PERIODICALS WB LIBRARY	Education Fund	\$25.00	
PERIODICALS AT LIBRARY	Education Fund	\$25.00	
SUPPLIES AT LIBRARY	Education Fund	\$10.00	
BOOKS WB LIBRARY	Education Fund	\$23.39	
SUPPLIES WB LIBRARY	Education Fund	\$10.00	
<b>ROY STROM REFUSE (54814)</b>			<b>\$265.00</b>
01-28-2021 Regular - Check #: 556403			\$265.00
REFUSE DISPOSAL WB OPER	O & M Fund	\$265.00	

<b>RUNCO OFFICE SUPPLY &amp; EQUIPMENT CO (57315)</b>			<b>\$1,827.49</b>
01-28-2021	Regular - Check #: 556351		\$33.99
	SUPPLIES WB PRIN OFF	Education Fund	\$33.99
01-28-2021	Regular - Check #: 556352		\$224.32
	SUPPLIES WB PRIN OFF	Education Fund	\$224.32
01-28-2021	Regular - Check #: 556353		\$1,313.62
	SUPPLIES WB I&T	Education Fund	\$1,181.21
	SUPPLIES WB BUS ED	Education Fund	\$132.41
01-28-2021	Regular - Check #: 556354		\$75.20
	SUPPLIES WB PRIN OFF	Education Fund	\$75.20
01-28-2021	Regular - Check #: 556355		\$180.36
	SUPPLIES WB PRIN OFF	Education Fund	\$180.36
<b>SALT CREEK SANITARY DISTRICT (1238)</b>			<b>\$3,600.61</b>
01-28-2021	Regular - Check #: 556404		\$3,570.41
	WATER WB UTILITY	O & M Fund	\$3,570.41
01-28-2021	Regular - Check #: 556405		\$30.20
	WATER WB UTILITY	O & M Fund	\$30.20
<b>SANDRA KRAUSE (55931)</b>			<b>\$541.22</b>
01-28-2021	Regular - Check #: 3981		\$541.22
	CLASSIFIED MEDICAL REIMB	Activity Fund	\$541.22
<b>SASED (853)</b>			<b>\$14,568.25</b>
01-28-2021	Regular - Check #: 556406		\$14,568.25
	IDEA-PMTS TO OTH GOV UNIT	Education Fund	\$14,568.25
<b>SCHOOL HEALTH CORPORATION (452)</b>			<b>\$347.13</b>
01-28-2021	Regular - Check #: 556356		\$347.13
	R&M WB ATH	Education Fund	\$347.13
<b>SCHOOL SPECIALTY, INC (40033)</b>			<b>\$299.00</b>
01-28-2021	Regular - Check #: 556357		\$299.00
	SUPPLIES WB ART	Education Fund	\$299.00
<b>SCHROEDER'S ACE HARDWARE (116)</b>			<b>\$43.13</b>
01-28-2021	Regular - Check #: 556358		\$17.17
	SUPPLIES DO MAINTENANCE	O & M Fund	\$11.18
	SUPPLIES WB MAINTENANCE	O & M Fund	\$5.99
02-03-2021	Regular - Check #: 556432		\$25.96
	SUPPLIES WB MAINTENANCE	O & M Fund	\$25.96
<b>SEIU LOCAL 73 (1595)</b>			<b>\$1,097.20</b>
		63	
01-28-2021	Regular - Check #: 556317		\$1,097.20

EDUCATION FUND	Education Fund	\$1,097.20	
<b>SHERI D'AMBROSE (4609)</b>			<b>\$300.00</b>
02-03-2021 Regular - Check #: 3984			\$300.00
STUDENT COUNCIL	Activity Fund	\$300.00	
<b>SHI (54318)</b>			<b>\$332.16</b>
02-03-2021 Regular - Check #: 556433			\$332.16
DIST TECH MATERIALS	Education Fund	\$332.16	
<b>SNAP-ON INDUSTRIAL (42493)</b>			<b>\$4,704.75</b>
01-28-2021 Regular - Check #: 556359			\$4,704.75
NON-CAP CARL PERKINS	Education Fund	\$2,996.25	
SUPP SOFTWARE CARL PERKINS	Education Fund	\$936.75	
NON CAP EQUIP CTEI	Education Fund	\$771.75	
<b>SPANNUTH BOILER (1885)</b>			<b>\$3,500.00</b>
02-03-2021 Regular - Check #: 556434			\$3,500.00
PUR SVC WB MAINTENANCE	O & M Fund	\$3,500.00	
<b>SRFAX (57531)</b>			<b>\$15.90</b>
01-28-2021 Regular - Check #: 556360			\$15.90
PUR SVC DIST TECH	Education Fund	\$15.90	
<b>STEPHANIE ENNIS (53716)</b>			<b>\$599.63</b>
01-28-2021 Regular - Check #: 556407			\$599.63
TUITION REIMBURSEMENT	Education Fund	\$599.63	
<b>STRIVEN MEDIA LLC (58158)</b>			<b>\$6,800.00</b>
02-03-2021 Regular - Check #: 556435			\$6,800.00
PUR SVC DIST TECH	Education Fund	\$6,800.00	
<b>SUSANNA NOLTE (52976)</b>			<b>\$181.31</b>
01-28-2021 Regular - Check #: 3982			\$181.31
CLASSIFIED MEDICAL REIMB	Activity Fund	\$181.31	
<b>TALX UC EXPRESS (47113)</b>			<b>\$2,010.00</b>
01-28-2021 Regular - Check #: 556384			\$2,010.00
PUR SVC CENT - HR	Education Fund	\$600.00	
PUR SVC CENT - HR	Education Fund	\$1,410.00	
<b>TERRI WOEBEL (51772)</b>			<b>\$31.20</b>
02-03-2021 Regular - Check #: 556446			\$31.20
SUPPLIES WB TECH	Education Fund	\$31.20	
<b>THE AMERICAN REGISTRY (58224)</b>			<b>\$171.90</b>
01-28-2021 Regular - Check #: 556361	64		\$171.90
SUPPLIES WB PRIN OFF	Education Fund	\$171.90	

<b>THE OMNI GROUP (55154)</b>			<b>\$72.50</b>
01-28-2021 Regular - Check #: 556408			\$72.50
EDUCATION FUND	Education Fund		\$72.50
<b>UMB BANK F/B/O AXA (57418)</b>			<b>\$4,010.00</b>
01-28-2021 Regular - Check #: 556410			\$4,010.00
EDUCATION FUND	Education Fund		\$4,010.00
<b>UNITED PARCEL SERVICE (6763)</b>			<b>\$32.65</b>
02-03-2021 Regular - Check #: 556436			\$32.65
PUR SVC POSTAGE - AT	Education Fund		\$4.81
PUR SVC POSTAGE - AT	Education Fund		\$27.84
<b>UNIVERSAL TAXI DISPATCH, INC. (54647)</b>			<b>\$1,975.00</b>
01-28-2021 Regular - Check #: 556362			\$1,975.00
SP ED TRANSPORTATION	Transportation Fund		\$1,271.00
SP ED TRANSPORTATION	Transportation Fund		\$704.00
<b>USPS-POC (58048)</b>			<b>\$9,900.00</b>
01-28-2021 Regular - Check #: 556411			\$9,900.00
PUR SVC POSTAGE - WB	Education Fund		\$9,900.00
<b>VANGUARD ENERGY SERVICES (49184)</b>			<b>\$19,391.12</b>
01-28-2021 Regular - Check #: 556412			\$19,391.12
HEATING WB UTILITY	O & M Fund		\$9,775.06
HEATING AT UTILITY	O & M Fund		\$8,975.96
HEATING DO	O & M Fund		\$640.10
<b>VARI SALES CORPORATION (57704)</b>			<b>\$3,150.00</b>
01-28-2021 Regular - Check #: 556363			\$1,800.00
SUPPLIES IDEA B	Education Fund		\$1,800.00
01-28-2021 Regular - Check #: 556364			\$1,350.00
SUPPLIES IDEA B	Education Fund		\$1,350.00
<b>VARIABLE ANNUITY LIFE INS. CO. (772)</b>			<b>\$2,858.00</b>
01-28-2021 Regular - Check #: 556413			\$2,858.00
EDUCATION FUND	Education Fund		\$2,858.00
<b>VILLAGE OF ADDISON (136)</b>			<b>\$256.57</b>
01-28-2021 Regular - Check #: 556414			\$119.40
SUPPLIES WB MAINTENANCE	O & M Fund		\$119.40
01-28-2021 Regular - Check #: 556415			\$137.17
SUPPLIES AT MAINTENANCE	O & M Fund		\$70.38
SPED TRANSPRTATION SUPPLY	Transportation Fund		\$33.64
REG TRANSPORTATION SUPPLY	Transportation Fund		\$18.04

SUPPLIES AT DRIVER ED	Education Fund	\$15.11	
<b>VILLAGE OF VILLA PARK (13137)</b>			<b>\$372.46</b>
01-28-2021 Regular - Check #: 556416			\$372.46
SUPPLIES WB DRIVER ED	Education Fund	\$217.33	
SUPPLIES WB DRIVER ED	Education Fund	\$155.13	
<b>WEST SUBURBAN TEACHERS UNION (1594)</b>			<b>\$13,029.83</b>
01-28-2021 Regular - Check #: 556318			\$13,029.83
EDUCATION FUND	Education Fund	\$13,029.83	
<b>WHEATON NORTH HIGH SCHOOL (1482)</b>			<b>\$480.00</b>
01-28-2021 Regular - Check #: 556417			\$480.00
P.S.IMP INST TITLE II	Education Fund	\$480.00	
<b>WIGHT &amp; COMPANY (511)</b>			<b>\$18,074.90</b>
01-28-2021 Regular - Check #: 556365			\$18,074.90
A&E CONSTRUCTION SERVICE	Capital Projects Fund	\$8,000.00	
A&E CONSTRUCTION SERVICE	Capital Projects Fund	\$6,021.97	
CONSTRUCTION SERVICES	O & M Fund	\$4,052.93	
<b>YUSUF SHAH (57565)</b>			<b>\$1,200.00</b>
01-28-2021 Regular - Check #: 556418			\$1,200.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** January 8, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Architect/Engineer Service Proposal – Science Lab Planning Study Project**

We are presenting the proposal from Wight & Co. to provide the architect/engineering services for a science lab planning study for Willowbrook. This work is to explore the feasibility of potential renovations of existing classroom space to convert to a science lab to meet the expanding needs of the programming at that location. The current demand for course sectioning within the science department is close to full utilization of existing science department instructional space. This work will assist with future capital planning and provide conceptual budget information.

**Suggested Motion:**

Move that the Board of Education accept the proposal from Wight & Co. for architect & engineering design services for a science lab planning study at Willowbrook at a fee of \$7,500 plus reimbursable expenses.



December 23, 2020

Mr. Ed Hoster  
Chief Financial Officer  
DuPage High School District 88  
2 Friendship Plaza  
Addison, Illinois 60101

**DuPage High School District 88  
Science Lab Planning Study  
Willowbrook High School  
Architectural Services Proposal**

Dear Mr. Hoster:

Wight & Company (Wight) is pleased to submit this proposal to DuPage High School District 88 (District) to provide professional architectural design services for a planning study for a potential new science classroom to be created at Willowbrook High School. Our proposal is presented in four parts:

- PROJECT UNDERSTANDING
- SCOPE OF SERVICES
- SCHEDULE
- COMPENSATION

**PROJECT UNDERSTANDING**

It is our understanding that the District wishes to explore the feasibility of creating a new science department instructional space within in the existing building to meet the needs of the school. A number of potential locations for this classroom have been contemplated, including Classroom 322 and the adjacent staff restrooms, Classrooms 302/305, or potentially somewhere on the 1<sup>st</sup> floor. Ultimately District staff has determined that Classroom 322 and the adjacent staff restrooms on the 3<sup>rd</sup> floor of the B-Wing will likely present the best opportunities based on proximity to the existing science labs, readily accessible utilities in the area, and impact on existing spaces. The planning study will develop several concepts that considers the following:

- One new science classroom with lab and desk space for up to 28 students
- Flexibility for teaching instruction
- Teaching amenities required for instruction
- Utility services required for the room and associated building infrastructure impacts
- Staff toilet facility impacts

**SCOPE OF SERVICES**

Wight & Company proposes a planning study be performed and shall include the following services:  
Three (3) web conference meetings with District Staff:

- Project kick-off meeting to confirm the operational and programmatic needs of the project
- Preliminary plan review meeting
- Final concept design and rough order magnitude cost review

Drawings:

Provide concept plans with two (2) options for room and furnishing layout. 3D Renderings are not included as part of this proposal.

Conceptual Construction Budget Analysis:

Upon confirmation of the selected plan option and scope, a conceptual cost estimate will be developed to inform the District's budget for the project.

Other Services Available Upon Request:

The following services are not included in this scope of work, but may be added if required for the project as follows:

- 3D renderings
- Additional meetings
- Field verification of existing conditions

## SCHEDULE

Upon approval of this proposal, we anticipate the planning study can begin within two (2) weeks. Once underway, it is estimated the planning study would be completed in 3-4 weeks but is dependent upon the District's meeting availability. Wight will work with the District to establish a schedule that is agreeable to all stakeholders.

## COMPENSATION

Wight & Company proposes to perform these professional services for a fixed fee of Seven Thousand Five Hundred Dollars (\$7,500.00).

The following is a list of typical reimbursable expenses in addition to the fees noted above:

- CAD plots, reproductions, and delivery costs of drawings and reports
- Supplies, materials, and costs related to specific reports and presentations
- Travel expenses for mileage as per the prevailing rates set by the IRS

The basic services to be performed by the Architect/Engineer following the scope and intent of the American Institute of Architect's Document B132, Standard Form of Agreement between Owner and Architect 2009 edition, that is incorporated to this agreement by reference. In the event of a conflict, the terms of this agreement, and not the terms of Document B141, shall control.

We greatly appreciate the opportunity to continue to partner with DuPage High School District 88 in the continued effort to maintain and improve your facilities.

Respectfully submitted,  
Wight & Company



Jim Smiley, RA, LEED AP  
Project Manager



Jason Dwyer AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** January 8, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Architect/Engineer Service Proposal – Concession Stand Renovation Project**

We are presenting the proposal from Wight & Co. to provide the architect/engineering services for design services for potential renovation of the concession stand at Willowbrook. This work is to explore the feasibility of potential renovations to the existing concession stand including upgrades, mechanical services and general improved functionality of the building. This work will assist with future capital planning and provide conceptual budget information.

**Suggested Motion:**

Move that the Board of Education accept the proposal from Wight & Co. for architect & engineering design services for the potential concession stand renovations at Willowbrook at a fee of \$8,700 plus reimbursable expenses.



~~December 1, 2020~~  
Revised January 4, 2021

Mr. Ed Hoster  
Chief Financial Officer  
DuPage High School District 88  
2 Friendship Plaza  
Addison, Illinois 60101

**DuPage High School District 88  
Concession Stand Planning Study  
Willowbrook High School  
Architectural Services Proposal**

Dear Mr. Hoster,

Wight & Company (Wight) is pleased to submit this proposal to DuPage High School District 88 (District) to provide professional architectural design services for a planning study for potential renovations to the concession stand at Willowbrook High School, located at 1250 S. Ardmore Avenue, Villa Park, IL. Our proposal is presented in four parts:

- PROJECT UNDERSTANDING
- SCOPE OF SERVICES
- SCHEDULE
- COMPENSATION

PROJECT UNDERSTANDING

It is our understanding that the District wishes to explore the feasibility of potential renovations to the existing concessions at Willowbrook High School. The current concessions building does not serve the operational needs of the school and needs new equipment and building upgrades. It is the desire of the District to identify possible maintenance upgrades and an associated rough order of magnitude cost for future capital planning purposes. It is the intent of the District to upgrade the services and functionality of the concessions to align with the current Addison Trail concessions building. It is not the desire of the District to entertain additional toilet rooms to the project scope at this time. The planning study will develop an initial concept that considers the following:

- Concession reconfiguration to meet current needs
- Identify building upgrades as needed
- Alterations to meet current ADA requirements
- Toilet fixture count calculation for the facility serving the grandstands
- Localized recommendations to address reported water infiltration issues
- Rough order magnitude cost of renovation for budgeting purposes

## SCOPE OF SERVICES

Wight & Company proposes a planning study be performed and shall include the following services:  
Three (3) web conference meetings with District staff:

- Project kick-off meeting to confirm the operational and programmatic needs of the project
- Preliminary plan review meeting
- Final concept design and rough order magnitude cost review

### Drawings/Deliverables:

Provide up to two concept plan options and supportive scope description narrative and toilet fixture count calculation with cited associated code sections for District review. Exterior elevations and/or 3D renderings are not included as part of this proposal.

### Conceptual Construction Budget Analysis:

Upon confirmation of the selected concept plan and scope, a conceptual cost estimate will be developed to inform the District of a budget for the project.

### Other Services Available Upon Request:

The following services are not included in this scope of work, but may be added if required for the project as follows:

- New grading plan for area surrounding structure
- Exterior elevations
- 3D renderings
- Additional meetings
- Conditions assessment report

## SCHEDULE

Upon approval of this proposal, we anticipate the planning study can begin within 2 weeks. Once underway, it is estimated the planning study would be completed in 3-4 weeks but is dependent upon the District's meeting availability. Wight will work with the District to establish a schedule that is agreeable to all stakeholders.

## COMPENSATION

Wight & Company proposes to perform these professional services for a fixed fee of Eight Thousand Seven Hundred Dollars (\$8,700.00).

The following is a list of typical reimbursable expenses in addition to the fees noted above:

- CAD plots, reproductions, and delivery costs of drawings and reports
- Supplies, materials, and costs related to specific reports and presentations

- Travel expenses for mileage as per the prevailing rates set by the IRS

The basic services to be performed by the Architect/ Engineer following the scope and intent of the American Institute of Architect’s Document B132, Standard Form of Agreement between Owner and Architect 2009 edition, that is incorporated to this agreement by reference. In the event of a conflict, the terms of this agreement, and not the terms of Document B141, shall control.

We greatly appreciate the opportunity to continue to partner with DuPage High School District 88 in the continued effort to maintain and improve your facilities.

Respectfully submitted,  
Wight & Company



Matt Zolecki, LEED AP BD+C  
Project Executive



Jason Dwyer AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** January 29, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Construction Project Pay Application #3 – Security Vestibule**

The administration is presenting pay application #3 from PNK Construction, Inc. for the security vestibule project at Willowbrook in the amount of \$23,400.00. The pay application and the associated lien waivers were reviewed and approved by Wight & Co. The project has reached substantial completion with the ballistic glass being the only remaining item to be installed. The balance of the contract retention is \$28,922.20.

**Suggested Motion:**

Move that the Board of Education approve the pay application #3 from PNK Construction, Inc. for the security vestibule project at Willowbrook in the amount of \$23,400.00.

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:  
DuPage High School District 88  
2 Friendship Plaza  
Addison, IL 60101

PROJECT:  
Willowbrook High School  
Entrance Security Vestibule

FROM CONTRACTOR:  
PNK Construction, Inc.  
1901 Raymond Drive, Suite 15  
Northbrook, IL 60062

VIA ARCHITECT:  
Wight & Company  
2500 N. Frontage Rd.  
Darien, IL 60561

CONTRACT FOR:

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES

APPLICATION NO: 3

	Distribution to:
	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
	CONTRACTOR

PERIOD TO: 9/Nov/2020

PROJECT NOS: 200013

CONTRACT DATE: 8/Sep/2020

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet. AIA Document G703, is attached.

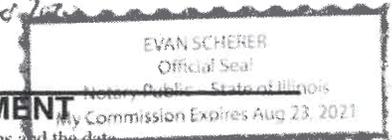
1. ORIGINAL CONTRACT SUM	\$	135,700.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	135,700.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	118,642.00
5. RETAINAGE:		
a. <u>10</u> % of Completed Work (Column D + E on G703)	\$	\$11,864.20
b. <u>    </u> % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	11,864.20
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	106,777.80
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	83,377.80
8. CURRENT PAYMENT DUE	\$	23,400.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	28,922.20

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this Month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 12/28/2020  
State of: IL County of: Cook  
Subscribed and sworn to before me this 28 day of December 2020  
Notary Public: [Signature]  
My Commission expires: 8/0/21



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \$23,400.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 01/29/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:	<b>1</b>
APPLICATION DATE:	<b>12/23/2020</b>
PERIOD TO:	
ARCHITECT'S PROJECT NO:	<b>200013</b>

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE *	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE 10%)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
			<b>PNK Construction, Inc.</b>						
1	Selective Demolition & Site Expenses	\$ 4,300.00	\$ 4,300.00	\$ -	\$ -	\$ 4,300.00	100.00%	\$ -	\$ 430.00
2	Rough Carpentry	\$ 8,300.00	\$ 8,300.00	\$ -	\$ -	\$ 8,300.00	100.00%	\$ -	\$ 830.00
3	Cabinetry	\$ 2,026.00	\$ 2,026.00	\$ -	\$ -	\$ 2,026.00	100.00%	\$ -	\$ 202.60
4	Counter Top	\$ 2,414.00	\$ 2,414.00	\$ -	\$ -	\$ 2,414.00	100.00%	\$ -	\$ 241.40
5	Storefront System	\$ 28,984.00	\$ 28,984.00	\$ -	\$ -	\$ 28,984.00	100.00%	\$ -	\$ 2,898.40
6	Ballistics-Resistant Glazing	\$ 8,836.00	\$ 4,418.00	\$ -	\$ -	\$ 4,418.00	50.00%	\$ 4,418.00	\$ 441.80
7	Finish Carpentry	\$ 9,500.00	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00	100.00%	\$ -	\$ 950.00
8	Fire Suppression	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	100.00%	\$ -	\$ 180.00
9	Electric	\$ 10,000.00	\$ 8,500.00	\$ 1,500.00	\$ -	\$ 10,000.00	100.00%	\$ -	\$ 1,000.00
10	HVAC	\$ 11,000.00	\$ 7,000.00	\$ 4,000.00	\$ -	\$ 11,000.00	100.00%	\$ -	\$ 1,100.00
11	Building Automation System	\$ 20,500.00	\$ -	\$ 20,500.00	\$ -	\$ 20,500.00	100.00%	\$ -	\$ 2,050.00
12	Roofing	\$ 2,650.00	\$ 2,650.00	\$ -	\$ -	\$ 2,650.00	100.00%	\$ -	\$ 265.00
13	Insurance & Bond Fees	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	100.00%	\$ -	\$ 750.00
14	Const. Management, G.C Overhead & Profit	\$ 7,890.00	\$ 5,250.00	\$ -	\$ -	\$ 5,250.00	66.54%	\$ 2,640.00	\$ 525.00
15	Allowance	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
* Includes Overhead and Profit									
<b>GRAND TOTALS</b>		\$ 135,700.00	\$ 92,642.00	\$ 26,000.00	\$ -	\$ 118,642.00	94.39%	\$ 7,058.00	\$ 11,864.20

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

# WAIVER OF LIEN TO DATE

STATE OF ILLINOIS  
 COUNTY OF COOK  
 TO WHOM IT MAY CONCERN:

FILE NUMBER: 1

WHEREAS The undersigned has been employed by PNK CONSTRUCTION, INC. to furnish GENERAL CONTRACTING work for the premises known as WBHS ENTRANCE SECURITY VESTIBULE of which DUPAGE HIGH SCHOOL DISTRICT 88 is the owner. The undersigned, for and in consideration of TWENTY-THREE THOUSAND FOUR HUNDRED DOLLARS AND ZERO CENTS \*\*\*\*\*(\$23,400.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above described premises, INCLUDING EXTRA\*.

DATE 1 / 6 / 2021 COMPANY NAME : PNK CONSTRUCTION, INC.  
 ADDRESS: 1901 RAYMOND DRIVE, SUITE 15, NORTHBROOK, IL 60062

Signature and Title: [Signature] /President

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAN AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS  
 COUNTY OF COOK  
 TO WHOM IT MAY CONCERN: THE undersigned, JIN KYU KIM being duly sworn, deposes and says that he is PRESIDENT of PNK CONSTRUCTION, INC. who is the contractor furnishing GENERAL CONTRACTING work on the building located at 1250 ARDMORE AVE, VILLA PARK, IL 60181 owned by DUPAGE HIGH SCHOOL DISTRICT 88.

That the total amount of the contract including extras is \$135,700.00 on which he has received payment of \$83,377.80 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
PNK CONSTRUCTION, INC.	GENERAL CONTRACTOR	\$37,490.00	\$31,365.00	\$0.00	\$6,125.00
Tim's Glass and Mirror	Alum. framed Entrances, Storefronts & Glazing	\$28,984.00	\$26,085.60	\$0.00	\$2,898.40
Total Security Solutions	Ballistics-resistant Glazing	\$8,836.00	\$3,976.20	\$0.00	\$4,859.80
Toji Engineering, Ltd	Mechanical, Electric & Bldg. Automation System	\$41,500.00	\$13,950.00	\$23,400.00	\$4,150.00
DND Fire Protection, Inc	Fire Protection	\$1,800.00	\$1,620.00	\$0.00	\$180.00
Suburban Laminating LLC	MDF. Plastic-laminate-clad Casework	\$2,026.00	\$1,823.40	\$0.00	\$202.60
The Countertop Factory Midwest	Solid Surfacing Countertops	\$2,414.00	\$2,172.60	\$0.00	\$241.40
Knickerbocker Roofing	Roofing	\$2,650.00	\$2,385.00	\$0.00	\$265.00
Allowance		\$10,000.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$135,700.00</b>	<b>\$83,377.80</b>	<b>\$23,400.00</b>	<b>\$18,922.20</b>

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 6<sup>th</sup> day of JAN. /2021  
 Name and Signature: JIN KYU KIM X [Signature]

Subscribed and sworn to before me this 6<sup>th</sup> day of January, 2021  
[Signature]

NOTARY PUBLIC

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDER, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



# WAIVER OF LIEN TO DATE

STATE OF ILLINOIS  
COUNTY OF COOK  
TO WHOM IT MAY CONCERN:

FILE NUMBER: 3

WHEREAS The undersigned has been employed by PNK CONSTRUCTION, INC to furnish MECHANICAL, ELECTRIC & BLDG. AUTOMATION SYSTEM work for the premises known as WBHS ENTRANCE SECURITY VESTIBULE of which DUPAGE HIGH SCHOOL DISTRICT 88 is the owner. The undersigned, for and in consideration of TWENTY THREE THOUSAND FOUR HUNDRED & 00/100 \*\*\*\*\*(\$ 23,400.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above described premises, INCLUDING EXTRA\*.

DATE 01 / 21 / 2021

COMPANY NAME : TOJI ENGINEERING, LTD

ADDRESS: 260 CORTLAND AVE. UNIT 12, LOMBARD, IL 60148

Signature and Title:  / VP

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAN AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

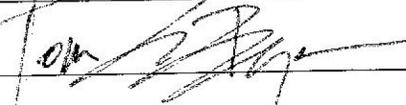
STATE OF ILLINOIS  
COUNTY OF COOK  
TO WHOM IT MAY CONCERN: THE undersigned, Tom Byun being duly sworn, deposes and says that he is Vice President of TOJI ENGINEERING, LTD who is the contractor furnishing MECHANICAL, ELECTRIC & BLDG. AUTOMATION SYSTEM work on the building located at 1250 ARDMORE AVE, VILLA PARK, IL 60181 owned by DUPAGE HIGH SCHOOL DISTRICT 88.

That the total amount of the contract including extras is \$41,500.00 on which he has received payment of \$13,950.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
TOJI ENGINEERING, LTD	MECHANICAL LABOR	\$9,529.00	\$5,250.00	\$3,176.00	\$1,103.00
TOJI ENGINEERING, LTD.	ELECTRICAL LABOR	\$4,500.00	\$2,200.00	\$1,800.00	\$500.00
AUTOMATED LOGIC	BAS CONTROLS	\$20,471.00	\$0.00	\$18,424.00	\$2,047.00
IMBERT CORP	FAN COIL UNIT, MINI SPLITS	\$7,000.00	\$6,500.00	\$0.00	\$500.00
Total		\$41,500.00	\$13,950.00	\$ 23,400.00	\$4,150.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

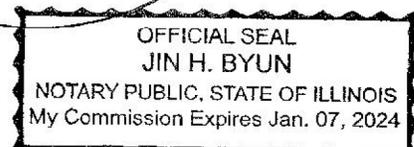
Signed this 21st day of January /2021

Name and Signature: Tom S. Byun 

Subscribed and sworn to before me this 21st day of January, 2021

NOTARY PUBLIC

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDER, BOTH ORAL AND WRITTEN, TO THE CONTRACT





**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** February 4, 2021

**FROM:** Mr. Edward Hoster

**RE: Intergovernmental Agreement Amendment  
Village of Villa Park North Ardmore/Vermont TIF**

The attached amendment was prepared by the Village of Villa Park to incorporate the proposed changes to the original agreement from 2014 for North Ardmore/Vermont Tax Increment Financed area #6 (also known as Garden Station). This amendment reflects the modified cap of annual tax increment for student tuition at 7.5% instead of the existing tax act authorization of up to 13%, as discussed at our January 11, 2021 meeting. Furthermore, this proposed amendment was reviewed by our attorney Mr. John Izzo from Hauser, Izzo et al and all is in order. The expiration of this TIF and the agreement would be as of December 31, 2037 upon which time the parcels would return to the taxable property for the district.

**Suggested Motion:**

Move that the Board of Education approve the Amendment To The Intergovernmental Agreement Concerning The Village of Villa Park North Ardmore/Vermont TIF.

**AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN  
THE VILLAGE OF VILLA PARK AND COMMUNITY HIGH SCHOOL DISTRICT 88**

**THIS AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT  
CONCERNING THE VILLAGE OF VILLA PARK NORTH ARDMORE/VERMONT TIF**  
(the “*Amendment*”) dated October 13, 2014 (the “*Original Agreement*”) by and between the  
Village of Villa Park (the “*Village*”) and Community High School District 88, DuPage County,  
Illinois (“*District 88*”) is entered into this 8<sup>th</sup> day of February, 2021.

**PREAMBLES:**

**WHEREAS**, as authorized by the Illinois Intergovernmental Cooperation Act (5 ILCS  
220/1 *et seq.*) and Article VII, Section 10 of the Illinois Constitution of 1970, the Village and  
District 88 entered into the Original Agreement whereby the Village agreed to make student tuition  
payments (“*Student Tuition Payments*”) pursuant to Section 11-4.4-3(q)(7.5) of the Illinois Tax  
Increment Allocation Redevelopment Act (the “*Act*”) which Act had been adopted by the Village  
for the purpose of establishing the North Ardmore/Vermont Redevelopment Project Area (the “*TIF  
District*”); and,

**WHEREAS**, in the Original Agreement the parties acknowledged that the TIF Act  
mandated Student Tuition Payments for each student residing in housing units within the TIF  
District that receive financial assistance through an agreement with the Village or because the  
Village incurs the cost of necessary infrastructure improvements within the boundaries of the  
assisted housing sites necessary for completion of such housing development (the “*Assisted  
Housing Development*”) and the Village agreed to make the Student Tuition Payments for each  
student residing at the Assisted Housing Development in an amount as prescribed by the Act; and,

**WHEREAS**, pursuant to the Act, the maximum amount of Student Tuition Payments to be made from the Incremental Taxes, as hereinafter defined, to District 88 by the Village no matter the number of students residing in an Assisted Housing Development is equal to thirteen percent (13%) of Incremental Taxes generated from such Assisted Housing Development, which Student Tuition Payments the Village agreed to make; and,

**WHEREAS**, the Village has been approached by Hawthorne Development LLC, an Illinois limited liability company (the “*Developer*”) to acquire 2.88 acres as depicted on the map attached hereto as *Exhibit A* and located within the TIF District (the “*Subject Property*”) to develop a two-phase mixed-use, market rate residential project consisting of 344 residential units (270 one-bedroom, 64 two-bedroom and 10 three-bedroom), 12,930 square foot of retail space, 454 parking spaces and amenities including a resident lounge, business center, conference room, fitness center, pet spa, Amazon lockers and swimming pool on the sun deck to be known as Garden Station (the “*Project*”) and has requested financial assistance from the Village in order to proceed to construct the Project; and,

**WHEREAS**, the Developer has also stated that its experience as an owner and operator of similar mixed-use developments within the region has demonstrated that few school age children reside in rental units with the size, style and number of units as proposed for the Project; and,

**WHEREAS**, the Developer has provided sufficient information to substantiate the fact that the Project could not proceed if the maximum Student Tuition Payments were required to be paid (despite it being contrary to the Developer’s experience), because the Project would not be economically viable; and,

**WHEREAS**, District 88 has reviewed the proposed Project and the information supplied

by the Developer and understands that the Project would benefit the Village by adding a superior mixed-use development to the community; provide a significant number of job opportunities; and, upon expiration of the TIF District, substantially increase the tax base of all taxing districts having jurisdiction over the Project; and,

**WHEREAS**, after due consideration, in order to permit the Project to proceed, District 88 agrees to limiting the maximum amount of Student Tuition Payments to be paid from Incremental Taxes generated from the Subject Property as hereinafter provided.

**NOW THEREFORE**, in consideration of the mutual promises hereinafter set forth, the parties hereto agree as follows:

1. *Preambles Restated.* The Preambles set forth above are hereby made a part of this Amendment as if restated in full.

2. *Original Agreement Section 3.1 Student Tuition Payments Replaced.* Section 3.1 of the Original Agreement is hereby replaced by this Amendment. Section 4.1 of this Amendment will govern future student tuition payments, if any, pertaining to the Subject Property and the Project.

3. *Incremental Taxes.* For purposes of this Amendment, Incremental Taxes shall mean all ad valorem real property taxes arising from the tax levies upon the Subject Property attributable to the current equalized assessed valuation of the Subject Project over and above the equalized assessed valuation as of the date of the TIF District was established.

4. *Student Tuition Payments.*

4.1 The Village agrees to use Incremental Taxes generated from the Subject Property as reimbursement for each student attending District 88 but only to a maximum of seven

and one-half percent (7.5%) of such Incremental Taxes. District 88 agrees that the total amount of Student Tuition Payments, no matter the number of students residing at the Subject Property for so long as the TIF District remains in place, shall never exceed a maximum of seven and one-half percent (7.5%) of the Incremental Taxes generated from the Subject Property as a result of the development of the Project, notwithstanding the requirements of the Act.

4.2 Upon completion of any portion of the proposed housing development and the issuance of certificates of occupancy for any of the dwelling units, District 88 agrees to provide the Village on or before September 30 of each year during the term of this Agreement a list of students attending District 88 and residing at the Subject Property.

5. *Miscellaneous Provisions*

5.1 *Authority.* Each party warrants to the other that it is authorized to execute, deliver and perform this Amendment. Each party warrants to the other that the execution, delivery and performance of this Amendment do not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this Amendment on behalf of a party warrants to the other party that such individual is authorized to execute this Amendment in the name of the party on whose behalf he or she executes it.

5.2 *Term.* The parties' obligations under this Amendment shall cease upon the later of: (i) termination of the TIF District; or (ii) December 31, 2037.

5.3 *Binding Effect.* This Amendment shall be binding on the parties and their respective successors. It may not be assigned.

5.4 *Further Acts.* Each party shall, at the request and expense of the other, execute and deliver any further documents and do all acts and things as that party may reasonably require to carry out the true intent and meaning of this Amendment.

5.5 *Governing Law.* This Amendment is governed by and shall be interpreted and enforced in accordance with the laws of the State of Illinois.

5.6 *Waivers and Modifications.* No waiver of any term or condition of this Amendment shall be binding or effective for any purpose unless expressed in writing and signed by the party making the waiver, and then shall be effective only in the specific instance and for the purpose given. This Amendment shall not in any other way be modified except in writing signed by all parties.

5.7 *Notices.* Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, as follows:

<u>If to the Village:</u>		<u>If to District 88:</u>
Village Manager	2	Superintendent
Village of Villa Park		Community High School District 88
20 S. Ardmore		2 Friendship Plaza
Villa Park, IL 60181		Addison, IL 60101

5.8 *Entire Amendment.* This Amendment will govern future student tuition payments, if any, pertaining to the Subject Property and the Project.

5.9 *Execution.* This Amendment may be executed in duplicate counterparts, each of which shall be as effective as the others upon approval and execution by all parties.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Amendment on or before \_\_\_\_\_  
\_\_\_\_\_, 2021.

**BOARD OF EDUCATION,  
COMMUNITY HIGH SCHOOL DISTRICT  
NUMBER 88,  
DU PAGE COUNTY, ILLINOIS**

By: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_, 2021

**VILLAGE OF VILLA PARK,  
STATE OF ILLINOIS**

By: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Clerk

Date: \_\_\_\_\_, 2021

Exhibit A - Garden Station Area

DuPage Web Mapping Application - DuPage County, Illinois



DuPage County  
Information Technology Department / GIS Division  
421 N County Farm Rd.  
Wheaton, IL 60187

Ph# 1(630)407-5000  
Email [gis@dupageco.org](mailto:gis@dupageco.org)  
DuPage Maps Portal :  
<http://dupage.maps.arcgis.com/home>

This map is for assessment purposes only.

DuPage County Web Site :  
[www.dupageco.org](http://www.dupageco.org)

  
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## **PERSONNEL REPORT**

**February 8, 2021**

### **ADMINISTRATIVE STAFF RESIGNATION:**

It is recommended that the board approve the following administrative staff resignation:

Courtney DeMent  
Addison Trail Assistant Principal  
Effective: June 30, 2021

### **CERTIFIED STAFF UNPAID LEAVE OF ABSENCE:**

It is recommended that the board approve the following certified staff unpaid leave of absence:

Dana Marine  
Addison Trail Guidance Counselor  
Effective: February 11, 2021 - June 1, 2021

### **CLASSIFIED STAFF UNPAID LEAVE OF ABSENCE:**

It is recommended that the board approve the following classified staff intermittent unpaid leave of absence:

Nikklas Zimmerman  
Willowbrook Special Education Teacher Aide  
Effective: February 2, 2021 - May 20, 2021

### **CLASSIFIED STAFF RESIGNATION:**

It is recommended that the board approve the following classified staff resignation:

Abraham Leon  
Willowbrook Teacher Aide  
Effective: March 12, 2021

### **SUGGESTED MOTION**

Move that the Board of Education approve the Personnel Report as presented.



## BOARD POLICY 2nd READING- February 8, 2021

### POLICIES AND DESCRIPTORS

The DuPage High School District 88 Policy Committee met on November 19, 2020. We reviewed the policy recommendations from PRESS (Policy Reference Education Subscription Service) which reflect recent legislative and legal changes. The recommendations range from a simple revision to footnotes to additions and/or deletions of language (words, sentences, paragraphs, and or complete policies). The district also receives recommended changes to administrative procedures or exhibits (which are documents that support the enforcement and implementation of Board Policies and Guide Practice).

The administration presented the policies listed below to the Board of Education for a 1<sup>st</sup> reading on January 25, 2021. The administration is presenting these policies to the Board for a 2<sup>nd</sup> reading and for approval by the Board of Education.

#### **V. Personnel**

##### **5:10 Equal Employment Opportunity and Minority Recruitment**

The policy, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly reference the Title IX Coordinator. Other continuous improvement updates are also made to the policy, Legal References, and footnotes.

##### **5:20 Workplace Harassment Prohibited**

The policy, Cross References, and footnotes are updated for the reasons discussed in 2:260, Uniform Grievance Procedure, above. Continuous improvement updates are also made to the Legal References.

##### **5:35 Compliance with the Fair Labor Standards Act**

The policy is updated with minor style changes to align policy titles in the PRM. The footnotes are updated.

##### **5:60 Expenses**

The policy, Legal References, and footnotes are updated for the reasons discussed in 2:125, Board Member Compensation; Expenses, above.

##### **5:150 Personnel Records**

The Legal References are updated.

##### **5:220 Substitute Teachers**

The policy and footnotes are updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. Other minor style updates are also made to the footnotes.

**5:330 Sick Days, Vacation, Holidays, and Leaves**

The policy and footnotes are updated in response to 2020 Election Day designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2(e), amended by P.A. 101- 642 designating 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24.

**VI. Instruction**

**6:280 Grading and Promotion**

The policy contains a minor change in the reference to state assessments. The footnotes are updated in response to 105 ILCS 5/2-3.64a-5(e), amended by P.A. 101-643 (State assessments not required when waived by U.S. Dept. of Education).

**6:300 Graduation Requirements**

The policy is updated for continuous improvement.

**6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**

The policy, Legal References, and footnotes are updated in response to 23 Ill.Admin. Code Part 255 (course substitutions for registered apprenticeship programs).

**6:340 Student Testing and Assessment Program**

The policy and footnotes are updated. The policy is updated to incorporate continuous improvement changes suggested by the PRESS Advisory Board.

**Suggested motion:**

Move the Board of Education to adopt the following policies, 5:10, 5:20, 5:35, 5:60, 5:150, 5:220, 5:330, 6:280, 6:300, 6:310, 6:340 as presented.



## General Personnel

### Equal Employment Opportunity and Minority Recruitment-1

The School District shall provide equal employment opportunities<sup>2</sup> to all persons regardless of their race; color; creed; religion;<sup>3</sup> national origin; sex;<sup>4</sup> sexual orientation;<sup>5</sup> age;<sup>6</sup> ancestry; marital status;<sup>7</sup>

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

<sup>1</sup> Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.

<sup>2</sup> Equal employment opportunities apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether actual or perceived: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221. Beginning 7-1-20, the IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, scheduled to be repealed on 1-1-30.

The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. Id. at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.

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The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American for the same or substantially similar work. 820 ILCS 112/, amended by P.A.s 100-1140 and 101-177. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. Id. at 112/10(b-5), added by P.A. 101-177. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See sample administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act; however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. Id. at 112/10(b-10), added by P.A. 101-177. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

<sup>3</sup> 775 ILCS 5/2-102 of the IHRA, amended by P.A. 100-100, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

<sup>4</sup> Discrimination on the basis of sex under the EEOA includes discrimination on the basis of sexual orientation or transgender status. *Bostock v. Clayton County*, 140 S.Ct. 1731 (2020); *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

<sup>5</sup> *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

<sup>6</sup> Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 et seq.), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the U.S. Equal Employment Opportunity Commission (EEOC) regulations under ADEA to reflect the U.S. Supreme Court's decision in *General Dynamic Systems, Inc. v. Cline*, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

arrest record;<sup>8</sup> military status; order of protection status;<sup>9</sup> unfavorable military discharge;<sup>10</sup> citizenship status provided the individual is authorized to work in the United States;<sup>11</sup> use of lawful products while not at work;<sup>12</sup> being a victim of domestic violence, sexual violence, or gender

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<sup>7</sup> 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. *Boaden v. Dept. of Law Enforcement*, 171 Ill.2d 230 (Ill. 1996).

<sup>8</sup> Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions. 775 ILCS 5/2-103. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions. 820 ILCS 75/15. See also the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm).

<sup>9</sup> 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

<sup>10</sup> *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 et seq.

<sup>11</sup> 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) et seq.

<sup>12</sup> The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, amended by P.A. 101-27.

violence;<sup>13</sup> genetic information;<sup>14</sup> physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;<sup>15</sup> pregnancy, childbirth, or related medical conditions;<sup>16</sup> credit history, unless a satisfactory credit history is an established

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<sup>13</sup> 820 ILCS 180/30, amended by P.A. 101-221, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are 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), added by P.A. 101-221. An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

<sup>14</sup> Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. In 2011, the EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program* at: [www.eeoc.gov/eeoc/foia/letters/2011/ada\\_gina\\_incentives.html](http://www.eeoc.gov/eeoc/foia/letters/2011/ada_gina_incentives.html). But the EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.

<sup>15</sup> Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

<sup>16</sup> 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

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Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual’s fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, added by P.A. 101-13. Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC (7-14-14) is available at: [www.eeoc.gov/laws/guidance/pregnancy\\_ga.cfm](http://www.eeoc.gov/laws/guidance/pregnancy_ga.cfm).

bona fide occupational requirement of a particular position;<sup>17</sup> or other legally protected categories.  
18 19 20 21 No one will be penalized solely for his or her status as a registered qualifying patient or a

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

<sup>17</sup> 820 ILCS 70/, Employee Credit Privacy Act. 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, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

<sup>18</sup> Insert the following optional sentence (775 ILCS 5/1-103(a) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

<sup>19</sup> Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and disability, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered disabled.

<sup>20</sup> Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

<sup>21</sup> School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriesch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. <sup>22</sup>

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. <sup>23</sup>

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

<sup>22</sup> 410 ILCS 130/40, amended by P.A. 101-363, scheduled to be repealed on 7-1-20; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis, e.g. permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A. 100-660), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A. 100-660. See sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

<sup>23</sup> 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. Id. Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation and threatening retaliation*. 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge. See *Thomas v. Guardsmark*, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); *Sherman v. Kraft General Foods, Inc.*, 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

## Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. <sup>24</sup>

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. <sup>25</sup>

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

<sup>24</sup> The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

<sup>25</sup> Title IX regulations require districts to designate and authorize at least one employee to coordinate their 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. See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

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.

**Nondiscrimination Coordinator:** 26

Dr. Jean Barbanente, Asst. Supt.

Name

2 Friendship Plaza Addison, IL 60101

Address

[jbarnanente@dupage88.org](mailto:jbarnanente@dupage88.org)

Email

630-530-3985

Telephone

**Complaint Managers:**

Dr. Jean Barbanente, Asst. Supt.

Mr. Edward Hoster, CFO

2 Friendship Plaza

2 Friendship Plaza

Addison, IL 60101

Addison, IL 60101

[jbarbanente@dupage88.net](mailto:jbarbanente@dupage88.net)

[ehoster@dupage88.net](mailto:ehoster@dupage88.net)

(630) 530-3985

(630) 530-3973

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. 27

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26 Best practice is that throughout the district's 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.

27 In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

## Minority Recruitment <sup>28</sup>

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

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

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<sup>28</sup> All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300~~7~~ (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

REVISED: ~~06.25.2012; 03.09.2015; 01.30.2017; 03.19.2018; 01.13.2020~~

## General Personnel

### Workplace Harassment Prohibited <sup>1</sup>

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion<sup>2</sup>, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall

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An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A), amended by P.A. 101-221. However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Industries v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A supervisor is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State University, 133 S.Ct. 2434 (2013). Note that the IHRA, (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of nonemployees by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is not a civil rights violation, it should consult the board attorney.

<sup>2</sup> Section 2-102 of the IHRA, amended by P.A. 100-100, contains a religious discrimination subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board ~~policy 7:20, Harassment of Students~~ policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

### Sexual Harassment Prohibited<sup>3</sup>

The ~~School~~ District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited

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<sup>3</sup> The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

See sample policy 2:265, Title IX Sexual Harassment Grievance Procedure, for the definition of Title IX sexual harassment (20 U.S.C. §1681 et seq.), and see f/n 3 of it for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be anyone in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when any district employee has actual knowledge of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30.

The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. 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.

by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. <sup>4</sup>

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.<sup>5</sup> Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

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The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221. Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

<sup>4</sup> 775 ILCS 5/2-109, added by P.A. 101-221. See sample policy 5:100, *Staff Development Program*, at f/n 4. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. Id. at 5/2-109(B), added by P.A. 101-221. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>. Employers that fail to comply with this training requirement may face financial penalties. Id. Training on other types of workplace harassment is not required by law; however it is best practice.

<sup>5</sup> This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E), amended by P.A. 101-221. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. *Williams v. Waste Management*, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998).

### Making a Report or Complaint

Employees and *nonemployees*<sup>6</sup> (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors<sup>2</sup> and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

### Whom to Contact with a Report or Complaint<sup>7</sup>

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.<sup>8</sup>

~~Employees~~Employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the ~~complaint~~claim according to that policy, in addition to any response required by this policy.

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<sup>6</sup> 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. See also f/n 1, above, for discussion regarding nonemployees.

<sup>7</sup> 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.

<sup>8</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See [www2.illinois.gov/sites/sexualharassment/Pages/default.aspx](http://www2.illinois.gov/sites/sexualharassment/Pages/default.aspx). All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.<sup>9</sup>

**Nondiscrimination Coordinator:**

Dr. Jean Barbanente  
Name  
2 Friendship Plaza Addison, IL  
Address  
jbarbanente@dupage88.net  
Email  
630-530-3985  
Telephone

**Complaint Managers:**

Dr. Jean Barbanente	Mr. Edward Hoster
_____ Name	_____ Name
2 Friendship Plaza Addison, IL	2 Friendship Plaza Addison, IL
_____ Address	_____ Address
jbarbanente@dupage88.net	ehoster@dupage88.net
_____ Email	_____ Email
630-530-3985	630-530-3973
_____ _____	_____ _____

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<sup>9</sup> 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. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete “The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator,” and supplement the previous sentence to state “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.” Then, list the Title IX and Nondiscrimination Coordinators’ names and contact information separately in this policy.

### Investigation Process

~~Supervisors, Building Principals, or administrators who receive~~Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.~~A supervisor or administrator~~<sup>10</sup> Any employee who fails to promptly forward a report or complaint 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 a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.~~The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

~~For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee<sup>11</sup> shall consider whether action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated.~~

~~For any other alleged workplace harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, Uniform Grievance Procedure, and/or 5:120, Employee Ethics; Conduct, and Conflict of Interest,<sup>12</sup> should be initiated, regardless of whether a written report or complaint is filed.~~

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

<sup>10</sup> ~~If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "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."~~

<sup>11</sup> ~~"Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "Nondiscrimination" and insert "Title IX" in its place.~~

<sup>12</sup> ~~See administrative procedure 5:120-AP2, Employee Conduct Standards.~~

### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel <sup>13</sup>

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### Enforcement <sup>14</sup>

A violation of this policy by an employee may result in discipline, up to and including discharge.<sup>15</sup> A violation of this policy by a third party will be addressed in accordance with the authority of the Board

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<sup>13</sup> 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 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

<sup>14</sup> See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) (“If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.”)

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

<sup>15</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c, added by P.A. 100-1040. It 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 IHRA or Title VII. Id. Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30, added by P.A. 101-221.

in the context of the relationship of the third party to the District, i.e.g., vendor, parent, invitee, etc. Any employee/person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge. <sup>16</sup>

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/). <sup>17</sup>

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

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Prior to the passage of 50 ILCS 205/3c, added by P.A. 100-1040, and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. Id. However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(oo), added by P.A. 101-221. See f/n 6 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c, added by P.A. 100-1040, with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1), added by P.A. 100-895), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

<sup>16</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences for knowingly making a false report of sexual harassment).

<sup>17</sup> Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

Recourse to State and Federal Fair Employment Practice Agencies <sup>18</sup>

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks. <sup>19</sup>

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<sup>18</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1. School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108, added by P.A. 101-221.

<sup>19</sup> A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8. The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by, 29 C.F.R. §1604.11.

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

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited)

~~REVISED:~~ 01.27.2020, 8:30 (Visitors to and Conduct on School Property)

## General Personnel

### **Compliance with the Fair Labor Standards Act 1**

#### Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.”<sup>2</sup> “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. –All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

#### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime.- For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.<sup>3</sup> “Overtime” is time worked in excess of 40 hours in a single workweek.

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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, or 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 Ill. Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 et seq.) also covers school employees. The law offering the greatest benefits to employees will control specific issues. However, under both State and federal law, non-exempt employees who work over 40 hours in a single workweek are entitled to overtime pay of a rate not less than one and one-half times the employees’ regular rate of pay. 29 U.S.C. §207; 820 ILCS 105/4a.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See 29 C.F.R. Part 785 (Hours Worked) and 29 C.F.R. Part 516. (Records to Be Kept by Employers). The U.S. Dept. of Labor (DOL) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

2 “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, . . . , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the DOL’s effort to expand the number of employees who are exempt from overtime requirements. To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than \$684 per week. 29 C.F.R. Part 541. To check compliance, districts should review their list of exempt employees with their attorneys.

3 Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

## Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.<sup>4</sup> All supervisors of non-exempt employees shall:

(1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. ~~Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.~~ <sup>5</sup>

## Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. ~~Certificated~~<sup>6</sup> Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel—Suspension*. Non-~~certificated~~licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel—Employment Termination and Suspensions*.

## Administrative Implementation <sup>7</sup>

The Superintendent or designee shall implement this policy to ensure in accordance with the FLSA compliance, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.  
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

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<sup>4</sup> This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

<sup>5</sup> Optional. The FLSA regulates the use of *comp-time*. 29 C.F.R. §§553.22-553.28. Before offering *comp-time*, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See 5:310, *Compensatory Time-Off* and 5:310-E, *Agreement to Receive Compensatory Time-Off*.

<sup>6</sup> Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

<sup>7</sup> The FLSA is administered by the Wage and Hour Division of the DOL. Its website contains compliance guidance, posters, and e-tools ([www.dol.gov/WHD/flsa/index.htm](http://www.dol.gov/WHD/flsa/index.htm)).

## General Personnel

### Expenses 1

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.<sup>2</sup> Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,<sup>3</sup> (2) anyone's personal expenses,<sup>4</sup> or (3) entertainment expenses.<sup>5</sup> Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.<sup>6</sup> The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.<sup>7</sup> Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: <sup>8</sup>

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

<sup>1</sup> State law controls this policy's content. 105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5, added by P.A. 100-1094 (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA); the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130 (regulation of travel expenses under grants). See f/n 13 of policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

The WPCA, 820 ILCS 115/9.5, added by P.A. 100-1094, defines *necessary expenditures* as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

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. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

<sup>2</sup> 50 ILCS 150/10. See f/ns 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

<sup>3</sup> 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

<sup>4</sup> Optional. *Personal expenses* are not defined in 50 ILCS 150/25 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

<sup>5</sup> 50 ILCS 150/25.

<sup>6</sup> Id.

<sup>7</sup> Optional. 820 ILCS 115/9.5, added by P.A. 100-1094. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

<sup>8</sup> 50 ILCS 150/20. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form*, and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 12 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. 9
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended. 10
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended. 11

### Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, 12 provided they fall below the maximum allowed in the Board's expense regulations. 13

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent or designee: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. 14 Any portion of an expense advancement not used must be returned to the District. 15 Expense advancements and vouchers shall be presented to the Board in its regular bill process.

### Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20 (regulation of travel expenses).

9 50 ILCS 150/20(2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

10 Id. at (4).

11 Id.

12 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 8 above, and see also f/n 20 of policy 2:125, *Board Member Compensation: Expenses*, for more discussion.

13 50 ILCS 150/10 and 20. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

14 50 ILCS 150/20.

15 This paragraph's provisions are required by 105 ILCS 5/10-22.32.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses<sup>16</sup> by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

#### Exceeding the Maximum Allowable Expense Amount(s) 17

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.<sup>18</sup>

#### Registration 19

When possible, registration fees will be paid by the District in advance.

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<sup>16</sup> Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: "an estimate if expenses have not been incurred ..." or "a receipt ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized estimated expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

<sup>17</sup> 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation: Expenses*.

<sup>18</sup> 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation: Expenses* for more discussion.

<sup>19</sup> Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements*, for a sample resolution.

See f/ns 4 and 8 in policy 2:125, *Board Member Compensation: Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and clarify considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10).

## Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. All out of state and/or airplane travel must be preapproved by the District Administration. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.<sup>20</sup> Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

## Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.<sup>21</sup> Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed. Not to exceed the annual per diem maximum amount for meal reimbursement.

## Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

## Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

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<sup>20</sup> Optional. This language reflects the standard for expenses permitted for federal awards. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

<sup>21</sup> Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses*, and ensure this amount is consistent with the MARA set by the board resolution.

## Additional Requirements for Travel Expenses Charged to Federal and State Grants 22

All grant-related travel expenses must be pre-approved by the Superintendent or designee. 23

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award. 24
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy. 25
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status*<sup>26</sup> for more than 12 hours.<sup>27</sup> However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours. 28
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip. 29

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22 30 ILCS 708/130. Boards are required to follow this subhead when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA. This policy is designed to be used in conjunction with 5:60-AP, *Federal and State Grant Travel Expense Procedures* to achieve compliance.

GATA adopts the uniform federal guidance for State grants, including for travel costs. 2 C.F.R. §200.474. Additionally, under GATA, boards may charge travel expenses to grants based on their own policy, provided the policy does not exceed federal travel regulations. 30 ILCS 708/130; 41 C.F.R. Chapters 300-304 (federal travel regulations). With regard to lodging, meals, and incidentals specifically, boards not only must keep costs at or below the federal standards, but they also cannot allow costs to exceed those normally allowed by the Governor's Travel Control Board (GTCB). 30 ILCS 708/130. The federal travel regulations and the rules of the GTCB are comprehensive. This policy addresses the most common areas of travel expenses and applies the strictest standard between the State and federal travel rules. To the extent this policy does not cover certain specific types of travel expenses, GATA provides that the GTCB Rules must be followed, provided they do not exceed federal travel regulations. The federal rules are laid out in detail in a Q&A format at: [www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftp](http://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftp). The GTCB Rules are at: [www.ilga.gov/commission/jcar/admincode/080/08002800sections.html](http://www.ilga.gov/commission/jcar/admincode/080/08002800sections.html). Regardless of the federal and State rules, travel expenses must still comply with the MARA set by the Board, unless approved by the board in accordance with this policy.

In GATA and throughout the IASB Policy Reference Manual, the terms *award* and *grant* are used interchangeably. The federal regulations define and use the term *federal award* (2 C.F.R. §200.38), but awards are more commonly referred to as grants.

23 Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Employee Estimated Expense Approval Form*, can be used as a form for pre-approval.

24 2 C.F.R. §§200.474, 200.474(b)(1).

25 2 C.F.R. §200.474(b)(2).

26 *Travel status* is not specifically defined in the federal travel regulations or in the GTCB rules, however, the Governor's Travel Council Regulation Rules, which apply to State employees and members of State boards, provide that an employee is on *travel status* while away on official business. Travel status begins when an employee leaves his or her work location or, if reporting directly to a destination, from the employee's residence or other location. It ends when an employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. 80 Ill.Admin.Code §3000.140.

27 41 C.F.R. §301-11.1.

28 41 C.F.R. §301-10.300-10.310 are the federal regulations that address mileage reimbursement and related expenses.

29 2 C.F.R. §200.474(a).

6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required. 30
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less.<sup>31</sup> These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable.<sup>32</sup> In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate.<sup>33</sup> If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less. 34
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved.<sup>35</sup> The Board does not reimburse employees for collision damage waiver or theft insurance. 36
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

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<sup>30</sup> 2 C.F.R. §200.474(e).

<sup>31</sup> To determine the lesser applicable amount, compare the State rates, available at: [www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx](http://www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx), with the federal per diem rates, available at: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates).

<sup>32</sup> 80 Ill.Admin.Code §2800.400; 41 C.F.R. §301-11.30.

<sup>33</sup> 41 C.F.R. §301-11.30. 300% is the maximum reimbursement amount permitted under federal travel expense regulations and may be adjusted down by the board. The board may not reimburse over the MARA even if the expense is under the 300% threshold, unless it meets the requirements of the ECA. See *f/n 17, above*. See 5:60-AP, *Federal and State Award Travel Expense Procedures*, for details on lodging requirements, including excessive lodging requests.

<sup>34</sup> 80 Ill.Admin.Code §2800.500.

<sup>35</sup> See 41 C.F.R. §301-10.450 for a list of authorized exceptions.

<sup>36</sup> 41 C.F.R. §301-10.451. Federal regulations prohibit reimbursement for collision damage waiver and theft insurance in part because the government has negotiated full insurance coverage into its agreements with rental companies. Similarly, the State has negotiated the cost of damage collision waivers into its preferred vendor agreement. Districts may wish to pursue similar arrangements for additional coverage. Employees will often have coverage for rental car damage through their own personal auto policies. The federal regulations permit employees on official business to be reimbursed for their out-of-pocket deductibles. *Id.*

LEGAL REF.: ~~105 ILCS 5/10-22.32~~ 2 C.F.R. §200.474.  
30 ILCS 708/130, Grant Accountability and Transparency Act.  
50 ILCS 150/, Local Government Travel Expense Control Act, ~~50 ILCS 150/.~~  
105 ILCS 5/10-22.32.  
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

REVISED: ~~01.30.2017~~

## General Personnel

### Personnel Records 1

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. [2](#)
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*. [3](#)

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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. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement."

2 An employee has the right to view his or her personnel file contents, with a few exceptions. Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/. Thus, personnel files should contain only factual and accurate job-related information. In addition, the PRRA identifies records that may not be kept: a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9, amended by P.A. 101-531) and records identifying an employee as the subject of an investigation by the Ill. Dept. of Children and Family Services (DCFS) if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13). See f/n 5.

3 Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. Private information meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c)-5.
2. Personal information "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.<sup>4</sup> The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.<sup>5</sup>

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

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

3. Information prohibited from being disclosed under the Illinois Educational Labor Relations Act (IELRA). 5 ILCS 140/7.5(oo), added by P.A. 101-620 (final citation pending); 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.

4. Information prohibited from being disclosed by the PRRA. 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse or severe physical abuse, the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A. 101-531.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

<sup>4</sup> The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. *Id.*

<sup>5</sup> 325 ILCS 5/4(d), amended by P.A. 101-564, requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

LEGAL REF.: ~~\_\_\_\_\_~~ 325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 46/10, Employment Record Disclosure Act.  
820 ILCS 40/1, Personal Record Review Act.  
23 Ill.Admin.Code §1.660.

REVISED: ~~\_\_\_\_\_~~ 06.25.2012; 01.27.2020

CROSS REF.: 2:250 (Access to ~~District's~~District Public Records), 7:340 (Student Records)

## Professional Personnel

### Substitute Teachers <sup>1</sup>

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board.<sup>2</sup> There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows: <sup>3</sup>

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.

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

<sup>1</sup> State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also 5:30-AP2, *Investigations*. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. Id.

<sup>2</sup> 23 Ill.Admin.Code §1.790(a)(2), requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k).

<sup>3</sup> Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 100-596; 23 Ill.Admin.Code §§1.790 and 25.520.

2. A teacher holding a Professional Educator License<sup>4</sup> or Educator License with Stipulations<sup>5</sup> may teach for any one licensed teacher under contract with the District only for a period not to exceed ~~119~~120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.<sup>6</sup>

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.<sup>7</sup>

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.<sup>8</sup>

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<sup>4</sup> Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25.

<sup>5</sup> Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A. 100-596, and 23 Ill.Admin.Code Part 25. 105 ILCS 5/21B-20(2)(E), amended by P.A. 100-13, permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. Similarly, 105 ILCS 5/21B-20(2)(F), amended by P.A. 100-13, permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.

<sup>6</sup> 105 ILCS 5/21B-20(4), added by P.A. 100-596. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. Id.

<sup>7</sup> 40 ILCS 5/16-118, amended by P.A.s 100-596 and 101-645 (specifying permissible paid days and hours for TRS annuitants), and 16-150.1, amended by P.A. 101-49 (TRS annuitants may return to teaching in a subject shortage area until 6-30-21). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

<sup>8</sup> If a board provides substitute teachers other benefits, it may consider listing them here.

### Short-Term Substitute Teachers<sup>9</sup>

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.<sup>10</sup> Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.<sup>11</sup>

### Emergency Situations<sup>12</sup>

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

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<sup>9</sup> 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. Id. 105 ILCS 5/21B-20(4) repeals on 7-1-23.

<sup>10</sup> 105 ILCS 5/10-20.68, added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

<sup>11</sup> See f/n 6.

<sup>12</sup> 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

LEGAL REF.: 105 ILCS 5/~~10-20.68, 5/21B-20(2)~~, 5/21B-20(3), and 5/21B-20(~~34~~).  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

~~ADOPTED:~~

~~REVISED: 06.25.2012; 06.09.2014; 03.09.15; 03.19.2018~~

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves <sup>1</sup>

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.

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

<sup>1</sup> 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. 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 policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

## Sick and Bereavement Leave<sup>2</sup>

Educational support personnel are granted sick and bereavement leave days as defined in each group's collective bargaining agreement.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth 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 chiropractic physician licensed under the Medical Practice Act, (3) ~~an~~ licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations~~, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) 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.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.<sup>3</sup>

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<sup>2</sup> 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 (820 ILCS 191/) allows employees to use employer-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. Id. at 191/10(b). 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
- 4-3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

<sup>3</sup> 105 ILCS 5/24-6, amended by P.A. 100-513.

## Vacation <sup>4</sup>

Twelve-month employees shall be granted vacation days as defined in the educational support personnel collective bargaining agreements.

## Holidays <sup>5</sup>

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:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	<u>2020 Election Day</u>
<u>Memorial Day</u>	Thanksgiving Day
<u>Independence Day</u>	<u>Christmas Day</u>

A holiday will not cause a deduction from an employee's time or compensation. 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.

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<sup>4</sup> State law does not require districts to give employees vacations.

<sup>5</sup> Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A. 101-642, and 10 ILCS 5/2B-10, added by P.A. 101-642. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see 2:20-E, *Waiver and Modification Request Resource Guide*. 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.

A State-mandated school holiday on Good Friday is unconstitutional according to Metz 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.

For more information about 2020 Election Day, see the discussion in f/n 4 in 5:200, *Terms and Conditions of Employment and Dismissal*.

## Personal Leave<sup>6</sup>

Educational support personnel are granted personal leave days as defined in each group's collective bargaining agreement.

## Leave to Serve as a Trustee of the Illinois 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 105 ILCS 5/24-6.3.<sup>7</sup>

## 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*:

1. Leaves for Service in the Military and General Assembly.<sup>8</sup>
2. School Visitation Leave.<sup>9</sup>
3. Leaves for Victims of Domestic ~~or~~ Violence, Sexual Violence~~—~~, or Gender Violence.<sup>10</sup>
4. Child Bereavement Leave.<sup>11</sup>

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<sup>6</sup> 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.

<sup>7</sup> Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Leaves of Absence*.

<sup>8</sup> 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/, added by P.A. 100-1101, 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.).

Granting General Assembly leave to ESPs is optional.

<sup>9</sup> 820 ILCS 147/, amended by P.A. 101-486. See policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

<sup>10</sup> Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A. 101-221) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns 20, 21, and 22 of 5:250, *Leaves of Absence*.

<sup>11</sup> 820 ILCS 154/. Important information about this leave is discussed in f/n 5 of 5:250, *Leaves of Absence*.

5. Leave to serve as an election judge. <sup>12</sup>

LEGAL REF.: ~~20 ILCS 1805/30.1 et seq.~~

~~105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.~~

~~330 ILCS 61/, Service Member Employment and Reemployment Rights Act.~~

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement 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)

REVISED: ~~6-25-2012; 3-9-2015; 1-30-2017; 3-19-2018; 11-18-2019~~

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<sup>12</sup> 10 ILCS 5/13-2.5.



## Instruction

### Grading and Promotion 1

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians.<sup>2</sup> The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the ~~Illinois Partnership for Assessment~~ standardized tests required by the Ill. State Board of *Readiness for College and Careers* (PARCC Education (ISBE) and/or other assessments.<sup>3</sup> A student shall not be promoted based upon age or any other social reason not related to academic performance.<sup>4</sup> The administration shall determine remedial assistance for a student who is not promoted. <sup>5</sup>

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.<sup>6</sup> Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

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

<sup>1</sup> State law requires districts to have a school board policy containing the reasons for which a grade may be changed and prohibiting social promotion. 105 ILCS 5/10-20.9a. State law controls this policy's content.

If a district uses weighted grades for classes by degree of difficulty, it must be reflected in the affected students' class ranking and permanent records. 105 ILCS 5/27-27.

<sup>2</sup> Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district. 105 ILCS 5/10-21.8.

<sup>3</sup> 105 ILCS 5/10-20.9a. Each board may determine its own promotion criteria and augment the statute's criteria.

105 ILCS 5/2-3.64 contained the State assessment program until it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5(b) requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selects standardized tests for the State assessment and accountability measure. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the *Partnership for Assessment of Readiness for College and Careers* (PARCC) test for the 2014-2015 through the 2017-2018 school years "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment." Starting in 2019, PARCC was no longer used by ISBE.

105 ILCS 5/2-3.64a-5(c), amended by P.A. 100-7, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript; however, the scores must still be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

<sup>4</sup> 105 ILCS 5/10-20.9a(b).

<sup>5</sup> Id.

<sup>6</sup> The specific reasons and procedure for changing a grade are at the local board's discretion; however, State law provides that no grade may be changed without notification to the teacher concerning the nature and reason for the change. 105 ILCS 5/10-20.9a(a). The person making the change must assume all responsibility and must initial the change. Id.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

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

REVISED: ~~03.09.2015; 03.19.2018~~

## Instruction

### Graduation Requirements <sup>1</sup>

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.-<sup>2</sup>
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. <sup>3</sup>
3. Completing all minimum requirements for graduation as specified ~~by Illinois~~ State ~~Board of Education rule, 23 Ill.Admin.Code §1.440.law.~~ <sup>4</sup>
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. <sup>5</sup>
5. Participating in State assessments that are required for graduation by ~~the School Code, 105 ILCS 5/2-3.64a-5(c).~~ ~~State law.~~ <sup>6</sup>

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

<sup>1</sup> State or federal law controls this policy's content. Graduation requirements are often published in student handbooks. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

In accordance with 105 ILCS 5/2-3.159, amended by P.A. 101-503, 23 Ill.Admin.Code §1.442, and 23 Ill.Admin.Code Part 680, a school district may establish a program to recognize high school graduates who attained a high level of proficiency in one or more languages in addition to English by designating on a student's diploma and transcript a State Seal of Biliteracy. See policy 6:320, *High School Credit for Proficiency*.

<sup>2</sup> Optional. 23 Ill.Admin.Code §1.440(f). A school board should ensure that all district graduation requirements that are in addition to the State requirements are aligned with the district educational objectives. See policy 6:10, *Educational Philosophy and Objectives*.

<sup>3</sup> The escalating graduation requirements in 105 ILCS 5/27-22 had timed-out and were deleted by P.A. 100-443, such that only the final list of required courses in Section 27-22(e), amended by P.A. 101-464, is applicable. 105 ILCS 5/27-22(e)(3) allows the substitution of an advanced placement computer science course for a year of mathematics, and it further states that a mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path. 105 ILCS 5/27-22(e)(5) requires students entering the 9th grade in the 2016-2017 school year and each year thereafter to complete one semester of civics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643.

<sup>4</sup> 105 ILCS 5/27-22(e); 23 Ill.Admin.Code §1.440.

<sup>5</sup> Required by 105 ILCS 5/27-3, amended by P.A. 101-643.

<sup>6</sup> 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643, states that "[s]tudents who do not take the State's final accountability assessment or its approved alternate assessment may not receive a regular high school diploma unless the student is exempted." Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. *Id.*

105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643; 23 Ill.Admin.Code §1.30. Section 2-3.64a-5(c) requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

~~1.6. Beginning with the 2020-2021 school year, filing~~Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements. <sup>7</sup>

The Superintendent or designee is responsible for: <sup>8</sup>

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

### Early Graduation <sup>2</sup>

The Superintendent or designee shall implement procedures for students to graduate early, provided ~~that~~they finish seven semesters of high school and meet all graduation requirements.

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<sup>105</sup> ILCS 5/2-3.64a-5(e), amended by P.A.s 100-222 and 100-1046, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The student's final accountability assessment scores, however, must be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

<sup>7</sup> 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180. See 6:300-E3, *Form for Exemption from Financial Aid Application Completion*. ISBE provides a waiver form, the FAFSA Nonparticipation Form, for a parent/guardian or eligible student to opt of this graduation requirement at [www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf](http://www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf). The *Alternative Application for Ill. Financial Aid* referenced in that form is intended for use by qualifying undocumented and transgender students, and is available at <https://studentportal.isac.org/alternativeapp>.

<sup>8</sup> Items #1 and #2 are required by 23 Ill.Admin.Code §1.440(d) and (e), respectively. Item #3 must be addressed because the law leaves many implementation issues unanswered. A comprehensive Student Handbook can provide notice of the district's graduation requirements, conduct rules, and other important information. Item #4 includes discussion of the adjustments required by the Educational Opportunity for Military Children Act, 105 ILCS 70/35(d).

<sup>9</sup> This is optional. State law and rules are silent regarding early graduation. As an alternative, a board may delete the phrase "finish 7 semesters of high school and."

Certificate of Completion <sup>10</sup>

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma <sup>11</sup>

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

REVISED: ~~03.09.2015; 03.19.2018; 01.27.2020~~

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<sup>10</sup> Required by 105 ILCS 5/14-16.

<sup>11</sup> Optional. 105 ILCS 5/22-27, amended by P.A. 101-131, does not designate a time requirement for when the service member killed in action or veteran "resided within an area currently within the district." Thus, a reasonable interpretation may be adopted locally. The sample policy designates "at the time he or she left high school" as the pertinent time for residence. See 6:300-E1, *Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict*.

## Instruction

### **High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students <sup>1</sup>**

#### Credit for Non-District Experiences <sup>2</sup>

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses <sup>3</sup>
4. College or high school courses offering dual credit at both the college and high school level <sup>4</sup>

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

<sup>1</sup> State law requires that several of the programs in this policy be covered in policy. State law controls this policy's content. Note that 23 Ill.Admin.Code §1.420(b) requires "[e]very school district [to] have an organized plan for recording pupil progress and/or awarding credit, including credit for courses completed by correspondence, on line, or from other external sources, that can be disseminated to other schools within the State." Section 1.460 requires "[e]ach local board of education with a high school [to] adopt a policy which defines the board's position with reference to the awarding of high school credit on the basis of local examinations to pupils who have achieved the necessary proficiencies through independent study, either with or without private tutoring, or for work taken in or from another institution." 23 Ill.Admin.Code §1.460.

Sample policy 6:185, *Remote Educational Program*, provides for educational programs **delivered by the district in a location outside of the school.**

Sample policy 6:315, *High School Credit for Students in Grade 7 or 8*, allows students enrolled in grade 7 or 8 to enroll in a course required for high school graduation. 105 ILCS 5/27-22.10(a); 23 Ill.Admin.Code §1.440(c)(3).

<sup>2</sup> Each board may choose for which, if any, of the listed non-district experiences the district will grant high school credit. If a district does not grant credit for any of the listed activities, substitute the following alternative for all text in the entire section: "The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District."

<sup>3</sup> 105 ILCS 5/27-22.1 provides that no fewer than 60 hours of classroom instruction in summer school is required for one semester of high school course credit. Districts may accept courses completed in a community college (CC) toward graduation. 23 Ill.Admin.Code §1.440(f). Superintendents, pursuant to 105 ILCS 5/10-21.4, must annually report to ISBE the number of students enrolled in accredited courses at any CC along with the name(s) and number(s) of the course(s) each student is taking.

<sup>4</sup> The Dual Credit Quality Act (110 ILCS 27/) defines dual credit as a college course taken by a high school student for credit at both the college and high school level. 110 ILCS 27/5 and 105 ILCS 5/10-20.62(a), amended by P.A. 100-792. An instructor who teaches a dual credit course does not need the certification required by Article 21 of the School Code but must meet the standards set forth in 110 ILCS 27/20(1), (2), or (3), amended by P.A. 100-1049. Dual credit programs require: (a) a specific partnership agreement between the district and a CC, as long as the district is in the CC's jurisdiction (110 ILCS 27/16, added by P.A. 100-1049), or (b) cooperation between the school district and the institution providing the dual credit courses (see the Higher Education Student Assistance Act at 110 ILCS 947/10 for a definition of *institution*). If the district and CC cannot agree within 180 days of a district's initial request to enter into a partnership agreement, the two parties must use the model partnership agreement located at 110 ILCS 27/19, added by P.A. 100-1049.

5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education <sup>5</sup>
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program <sup>6</sup>
7. Credit earned in a Vocational Academy <sup>7</sup>

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

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Out-of-state dual credit contracts are prohibited until a district first offers the CC in the district in which the district is located the opportunity to provide a dual credit course. 110 ILCS 27/17, added by P.A. 100-1049. In addition, a district seeking to enter into an agreement with an out-of-state institution must provide notice to the Ill. State Board of Higher Education (BHE) of its intent to which the BHE will have 30 days to provide the district with a list of in-state institutions that can provide the district an equivalent dual credit opportunity. Id. Agreements between a district and an out-of-state institution that were in effect before 1-1-19 will not be affected. Id. A high school evaluation of a dual credit program must also incorporate the analysis of data from the Ill. State Board of Education's (ISBE) statewide longitudinal data system (see the P-20 Longitudinal Education Data System Act, 105 ILCS 13/, for more information).

105 ILCS 5/10-20.62, added by P.A. 100-133 and renumbered by P.A. 100-792, requires school boards to require the district's high schools, if any, to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public CCs for qualified students. Qualified students may enroll in an unlimited amount of dual credit courses and earn an unlimited amount of academic credits from them if the course(s) are taught by an Ill. instructor, as provided by 110 ILCS 27/. Id. at (b), amended by P.A. 100-792. In addition, all dual credit coursework completed by a high school student must be transferred to all public institutions in Illinois on the same basis as coursework completed by a public CC student who previously earned a high school diploma in the manner set forth under the Ill. Articulation Initiative Act. Id. at 27/19, added by P.A. 100-1049.

See *Increasing Postsecondary Opportunities and Success for Students and Youth with Disabilities* at: [www.sites.ed.gov/idea/idea-files/qa-increasing-postsecondary-opportunities-success-for-students-youth-with-disabilities-sept-17-2019/#Letter for information on providing transition services to high school students who have individualized education programs \(IEPs\), are receiving services under the IDEA, and take courses offered by a community college or other postsecondary education institution program prior to high school graduation](http://www.sites.ed.gov/idea/idea-files/qa-increasing-postsecondary-opportunities-success-for-students-youth-with-disabilities-sept-17-2019/#Letter%20for%20information%20on%20providing%20transition%20services%20to%20high%20school%20students%20who%20have%20individualized%20education%20programs%20(IEPs),%20are%20receiving%20services%20under%20the%20IDEA,%20and%20take%20courses%20offered%20by%20a%20community%20college%20or%20other%20postsecondary%20education%20institution%20program%20prior%20to%20high%20school%20graduation).

<sup>5</sup> 105 ILCS 5/2-3.44 and 5/10-22.43a. An ethnic school is a part-time, private school that teaches the foreign language of a particular ethnic group as well as the culture, geography, history, and other aspects of a particular ethnic group. 105 ILCS 5/2-3.44; 23 Ill.Admin.Code §1.465(b). For requirements, see 23 Ill.Admin.Code §1.465.

<sup>6</sup> The State Superintendent and Board of Higher Education were encouraged by 105 ILCS 5/2-3.115 to establish a program of academic credit for Tech Prep work based learning for secondary school students with an interest in pursuing such career training, which could be instituted by school districts. See also 23 Ill.Admin.Code §1.445.

<sup>7</sup> 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 CCs, local employers, and community-based organizations to establish a vocational academy that functions as a two-year school within a school for grades 10 through 12. Grant funds may be available from ISBE when the vocational academy meets statutory requirements.

## Substitutions for Required Courses

**Vocational or technical education;** ~~registered apprenticeship program.~~<sup>8</sup> [DJI] A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses ~~or a registered apprenticeship program if:~~<sup>9</sup>

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

**Registered Apprenticeship Program.**<sup>10</sup> The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs.<sup>11</sup> The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the

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<sup>8</sup> Allowing for this substitution is optional, but, if offered, must be included in board policy. 105 ILCS 5/27-22.05, amended by P.A. 100-992.

<sup>9</sup> The related requirement is met if the course contains at least 50% of the content of the required course. Id. 23 Ill.Admin.Code §1.445 requires that the vocational or technical education course be completely described in the policy along with its relationship to the required course. The sample policy satisfies these requirements by referring to the courses as described in curricular material.

ISBE requires that the parent/guardian of a student under the age of 18 request the course substitution "on forms that the school district makes available" and that the request must be maintained in the student's temporary record. 23 Ill.Admin.Code §1.445. See 6:310-E, *Class Substitution Request*. There is no parallel recordkeeping requirement in the rules for registered apprenticeships; however, it is best practice to maintain all types of substitution requests as evidence of compliance with the form requirement.

<sup>10</sup> Allowing for this substitution is optional, but, if offered, must be included in board policy. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200. A registered apprenticeship program is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities. See f/n 13, below.

If a board adopts a policy to allow for student participation in registered apprenticeship programs, the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 23 Ill.Admin.Code §255.200(c)(1). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and f/ns 12 and 13 below for other related website posting requirements.

<sup>11</sup> 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f).

District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). <sup>12</sup>

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website; <sup>13</sup>
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

**Advanced placement computer science.<sup>14</sup>** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** 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

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<sup>12</sup> 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. For districts that do not maintain a website, use the following alternative sentence:

Parents/guardians and students will be notified of opportunities for registered apprenticeship programs in the appropriate school handbook(s).

<sup>13</sup> 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not maintain a website, delete ~~and on its website~~.

<sup>14</sup> Optional, but allowed by 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, and 5/27-22(f-5).

stated below.<sup>15</sup> 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. <sup>16</sup>

1. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);<sup>17</sup> or
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade). <sup>18</sup>

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

1. He or she (a) is in grades 9-12, (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.

### Re-Entering Students <sup>19</sup>

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

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<sup>15</sup> Optional, but allowed by 105 ILCS 5/27-6(b), amended by P.A. 100-465; 23 Ill.Admin.Code §1.425(e). A board that wants to allow any of these P.E. exemptions must include the ones it selects in a policy that excuses students on an individual basis.

<sup>16</sup> 23 Ill.Admin.Code §1.425(e).

<sup>17</sup> 23 Ill.Admin.Code §1.425(e)(3)(B).

<sup>18</sup> 23 Ill.Admin.Code §1.425(e)(3)(C).

<sup>19</sup> Required by 23 Ill.Admin.Code §1.470(a). While the sample policy does not provide for it, a school board may permit adults 21 years of age or older to re-enter high school. 23 Ill.Admin.Code §1.470(b). Items #4 & #5 are optional, but must be included in a policy if credit will be granted for them. 105 ILCS 5/27-6, 27-22.05.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/~~2-3.175~~, 5/10-22.43a, 5/27-6,  
5/27-22.3, and 5/27-22.05.  
110 ILCS 27/, Dual Credit Quality Act.  
23 Ill.Admin.Code §§1.425(e), 1.440(f), ~~and 1.470(c-)~~, and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements),  
6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School  
Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and  
From Non-District Schools), 7:260 (Exemption from Physical Education)

~~REVISED: 03.09.2015; 01.30.2017; 03.19.2018; 01.13.2020~~

## Instruction

### **Student Testing and Assessment Program 1**

The District student assessment program provides information for determining individual student achievement and instructional needs;<sup>2</sup> curriculum and instruction effectiveness;<sup>2</sup> and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers ~~the State assessment system to all students~~ to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.<sup>2</sup>
3. Provides each student’s parents/guardians with the results or scores of each State assessment and an evaluation of the student’s progress. See policy 6:280, *Grading and Promotion*.<sup>3</sup>
4. Utilizes professional testing practices.<sup>4</sup>

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

<sup>1</sup> State and federal law control this policy’s content. 105 ILCS 5/2-3.64a-5(b) requires ISBE to “establish the academic standards that are to be applicable to students who are subject to State assessments.” It contains the schedule for assessing students by calendar year and grade. The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness* (IAR), which continues to use “an anchor set of PARCC items.” See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at [www.isbe.net/IAR](http://www.isbe.net/IAR). In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year “as a determining factor for making decisions about a student’s educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment.”

105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7 and 101-643, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(d) contains the requirements for assessing students receiving special education services and students determined to be English learners.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student’s transcript. The scores, however, must be placed in the student’s permanent record. See 23 Ill.Admin.Code §375.10.

<sup>2</sup> Required by 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643.

<sup>3</sup> 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, requires districts to provide State assessment results/scores to students’ parents/guardians. The second part of this provision is optional and may be deleted, i.e., “~~and an evaluation of the student’s progress.~~”

<sup>4</sup> 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District’s annual report card.<sup>5</sup> All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents ~~and~~/guardians of students.<sup>6</sup> Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.<sup>7</sup>

LEGAL REF.: ~~\_\_\_\_\_ 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.~~

105 ILCS 10/, Illinois School Student Records Act, 105 ILCS 10/.  
105 ILCS 5/2-3. ~~63a-563~~, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

~~REVISED: \_\_\_\_\_ 03.09.2015; 01.30.2017; 03.19.2018~~

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

<sup>5</sup> Required by 105 ILCS 5/10-17a, amended by P.A.s 100-227, 100-807, and 100-1121. School districts must annually, no more than 30 days after receipt from the State Superintendent release their district’s and schools’ report cards assessing the performance of its schools and students. Districts must: (1) present the report cards at a regular Board meeting, (2) post them on the District’s website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The school report card must describe, among other items, student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify two or three alternative school survey instruments from which districts may select).

<sup>6</sup> 105 ILCS 5/22-82 requires every school district to report to ISBE for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form.

Each school must also make this information publicly available to the parents and guardians of its students through the district’s Internet website or distribute the information in paper form. Id. at (b). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add “and to the community” after “parents/guardians of students.”

<sup>7</sup> 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, governs recording assessment results in school student records. See also the Ill. School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

## 7. Information/Discussion Items

A. Remote Learning Instructional Showcase- Science

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## **EDUCATIONAL FOCUS**

At the February 22, 2021 Board of Education Meeting, Yvonne Tsagalis, Assistant Superintendent for Curriculum and Assessment, will provide an update on curriculum development from the Science Departments at Addison Trail High School and Willowbrook High School.



## **EDUCATIONAL FOCUS**

Mrs. Yvonne Tsagalis, Assistant Superintendent for Curriculum and Instruction, will share the Educational focus topics for the February 22, 2021 Board of Education meeting. On February 22, the district will provide an update on spring testing timelines.



# BOARD POLICY 1ST READING- February 8, 2021

## POLICIES AND DESCRIPTORS

The DuPage High School District 88 Policy Committee met on November 19, 2020. We reviewed the policy recommendations from PRESS (Policy Reference Education Subscription Service) which reflect recent legislative and legal changes. The recommendations range from a simple revision to footnotes to additions and/or deletions of language (words, sentences, paragraphs, and or complete policies). The district also receives recommended changes to administrative procedures or exhibits (which are documents that support the enforcement and implementation of Board Policies and Guide Practice).

In each of the Board Policies that follow, recommended revisions are noted in underline and/or strikeout text and are indicated with a different font color (red, blue, purple, orange, or grey). The suggested changes bring District 88 Board of Education's existing policies into compliance with the revised code and new legislation.

### **VII. Students**

#### **7:20 Harassment of Students Prohibited**

The policy, Cross References, and footnotes are updated for the reasons discussed in 7:10, Equal Educational Opportunities, above. Continuous improvement updates are also made to the Legal References.

#### **7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students**

The policy is unchanged. The footnotes and Cross References are updated in response to a five-year review.

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

The policy, Legal References, and footnotes are updated in response to the Election Code, 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1- 20. The policy contains an optional subhead entitled Voting for unit and high school districts that addresses the release of students who are eligible to vote.

#### **7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

The policy and footnotes are updated for continuous improvement.

#### **7:130 Student Rights and Responsibilities**

The policy is unchanged. The footnotes are updated in response to U.S. Dept. of Education guidance on constitutionally protected prayer in public schools, and with minor continuous improvement changes after a five-year review.

#### **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**

The policy, Cross References, and footnotes are updated in response to Title IX regulations and to reference NEW policy 2:265, Title IX Sexual Harassment Grievance Procedure.

#### **7:185 Teen Dating Violence Prohibited**

The policy and Cross References are updated to reference NEW policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Cross Reference is also updated to reference policy 2:260, Uniform Grievance Procedure.

### **7:190 Student Behavior**

The policy, Legal References, and footnotes are updated in response to new ISBE permanent rules governing the use of isolated time out, time out, and physical restraint. A new line at the end of the policy incorporates by reference 7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint.

### **7:300 Extracurricular Athletics**

The policy, footnotes, and Cross References are updated in response to a five-year review.

### **7:325 Student Fundraising Activities**

The policy and Cross References are updated.

### **7:340 Student Records**

The policy, Legal References, footnotes, and Cross References are updated. The policy is updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. The Legal References are updated to include reference to 105 ILCS 85/. New policy 7:345 Use of Educational Technologies; Student Data Privacy and Security, has been added to the Cross References.

### **7:345 Use of Educational Technologies; Student Data Privacy and Security**

NEW. The policy is created to facilitate implementation of 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, which requires districts to take a number of actions to protect online student data and to share general information about how student data is used.

The Student Online Personal Protection Act (SOPPA) is designed to strengthen protections for online student data by centralizing the vetting and contracting process of separate educational technology providers that school districts use. It also includes communication regarding any data breaches.

SOPPA requires school districts that collect and or maintain personally identifiable student information for educational services and technologies to make available to parents as to how their student's data is used at school.

SOPPA also requires school districts to provide notification of data breaches through individual notices to parents and students and a more general notice about the breach on the district's website if the breach involves more than 10% of the district's student population.

## **VIII. Community Relations**

### **8:10 Connection with the Community**

The policy and footnotes are updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

### **8:30 Visitors to and Conduct on School Property**

The policy, Legal References, and footnotes are updated in response to the IELRA, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day, without loss of pay or leave time, for certain reasons. Other continuous improvement updates are also made to the footnotes.

### **8:80 Gifts to the District**

The policy is an overdue rewrite for District 88. The footnotes are updated in response to a five-year review.

### **8:110 Public Suggestions and Concerns**

The policy, Legal References, footnotes, and Cross References are updated.

1) Section 7- 7:20, 7:40, 7:90, 7:100, 7:130, 7:180, 7:185, 7:190, 7:300, 7:325,  
7:340, 7:345

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## Students

### **Harassment of Students Prohibited 1**

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>2</sup>; gender-related

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

<sup>1</sup> State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, 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 (final citation pending), added by P.A. 101-531. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 100-137; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications is identical to the list in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a); 775 ILCS 5/1-103, amended by P.A. 101-221; and 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. 105 ILCS 5/27-23.7.

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation and gender identity*. 775 ILCS 5/5-101(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. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. The IHRA's jurisdiction 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.

<sup>2</sup> See f/n 2 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 the Ill. State Board of Education (ISBE) that are discussed in its publication *Sample District Policy and Administrative Procedures* at [www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents).

identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. <sup>3</sup>

### Sexual Harassment Prohibited

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

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

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~~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 2 and 7 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*.~~

<sup>3</sup> ~~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 incidences when hate speech interfered with the educational environment. West v. Derby Unified Sch. Dist., 206 F.3d 1358 (10th Cir. 2000).~~

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.<sup>4</sup> See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

~~d.—Making submission to or rejection of such conduct the basis for academic decisions affecting a student.~~

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

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<sup>4</sup> Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and 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 Sexual Harassment Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Sexual Harassment 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-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

The 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-201(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.

### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any ~~staff member~~employee with whom the student is comfortable speaking.<sup>5</sup> A student may choose to report to ~~a person~~an employee of the student's same sex. ~~Complaints will be kept confidential to the extent possible given the need to investigate.~~gender ~~Students who make good faith complaints will not be disciplined.~~

~~An allegation that~~Reports under this policy will be considered ~~a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor report under Board policy 2:260, Uniform Grievance Procedure, and/or volunteer,~~Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall ~~be processed~~process and ~~reviewed~~review the report according to ~~policy 5:90, Abused and Neglected Child Reporting,~~ in addition to any response required by this policy.

the appropriate grievance procedure.<sup>6</sup> The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ~~At least one of these individuals will be female, and at least one will be male.~~<sup>7</sup> The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.<sup>8</sup>

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

<sup>5</sup> 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.

<sup>6</sup> If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure."

<sup>7</sup> 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 5/27-23.7, amended by P.A. 100-137; see sample policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.

**Nondiscrimination Coordinator:**

Jean Barbanente – Assistant Superintendent  
Name

2 Friendship Plaza, Addison, IL 60101  
Address

JBarbanente@dupage88.net  
Email

630-530-3985  
Telephone

**Complaint Managers:**

Iridia Nevarez Niewinski – AT Asst. Prin.  
Name

213 N. Lombard Addison, IL 60101  
Address

iniewinski@dupage88.net  
Email

630-628-3304  
Telephone

Robert Daly - WB Asst. Prin.  
Name

1250 N. Ardmore Villa Park, IL 60181  
Address

rdaly@dupage88.net  
Email

630-530-3440  
Telephone

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

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school. <sup>9</sup>
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

### Investigation Process

~~Supervisors, Building Principals, or administrators who receive~~ Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. ~~A supervisor or administrator~~<sup>10</sup> 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.

~~The District~~ For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or

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<sup>9</sup> In addition to notifying students of policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment 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 (final citation pending), added by P.A. 101-418, 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 Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

<sup>10</sup> If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "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."

designee<sup>11</sup> shall ~~investigate~~ consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

~~For any other alleged harassment of students when~~ student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager ~~becomes aware of or~~ designee shall consider whether an ~~allegation~~ investigation under 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.

#### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel <sup>12</sup>

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, ~~in addition to any response required by this policy.~~ In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

#### 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, 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

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<sup>11</sup> “Nondiscrimination Coordinator or designee” is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then “Nondiscrimination Coordinator or a Complaint Manager or designee” is used (see next paragraph in policy text). If the district’s Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete “Nondiscrimination” and insert “Title IX” in its place.

<sup>12</sup> 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 (final citation pending), added by P.A. 101-531 (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](http://www.childrensadvocacycentersofillinois.org/about/map). For further discussion see f/n 14 in policy 5:90, *Abused and Neglected Child Reporting*.

policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action ~~up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.~~

### Retaliation Prohibited

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972-

34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

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

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

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

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

~~REVISED: 04.13.2015; 05.18.2015; 03.19.2018; 01.13.2020~~

## Students

### **Nonpublic School Students, Including Parochial and Home-Schooled Students 1**

#### Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis.<sup>2</sup> Requests for part-time attendance must be submitted to the ~~principal~~Building Principal of the school in the school attendance area where the student resides. -All requests for attendance in the following school year must be submitted before May 1. <sup>3</sup>

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school.

He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. -The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. -Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. -This transportation shall be on the same basis as the District provides transportation for its full-time students.<sup>4</sup> Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

#### Students with a Disability 5

~~The District will accept~~accepts for part-time attendance those ~~students with disabilities who live within the District and~~ children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools~~-~~, and otherwise qualify for enrollment in the District. Requests must

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<sup>1</sup> State or federal law controls this policy's content. The compulsory attendance law requires that parents/guardians of a child between the ages of 7 and 17 years send their child to public school. 105 ILCS 5/26-1 et seq. An exception is provided for any child attending a private or parochial school "where children are taught the branches of education taught to children of corresponding age and grades in public schools, and where the instruction of the child in the branches of education is in the English language." Id. Home schooling is included in this exception if the teacher is competent, the required subjects are taught, and the student receives an education that is at least equivalent to public schooling. *People v. Levisen*, 404 Ill. 574 (1950).

<sup>2</sup> As of January 1, 1996, many of the duties imposed on school boards became powers. 105 ILCS 5/10-20. Thus, boards have the power to accept students enrolled in nonpublic schools for part-time attendance. 105 ILCS 5/10-20.24. A board should consult its attorney before deciding not to accept nonpublic students for part-time attendance.

<sup>3</sup> Id. The deadline for submitting a request is at the local district's option. Consult the board attorney if the district or a school receives a request after this deadline.

<sup>4</sup> Such transportation is required by 105 ILCS 5/29-4.

<sup>5</sup> This paragraph restates State law. 105 ILCS 5/14-6.01. Federal law requires districts to develop and implement a system to locate, identify, and evaluate children with disabilities who attend private schools (including religiously affiliated schools and home-schools) located within the district. Moreover, the district must conduct child find activities for private school children with disabilities that are similar to those for children with disabilities in public schools. See 34 C.F.R. §§300.130-300.144 (children with disabilities enrolled by their parents in private schools). See Section 2. **Child Find**, in the IASB/ILL. Council of School Attorneys sample *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*, at [www.iasb.com/law/icsaspeded.cfm](http://www.iasb.com/law/icsaspeded.cfm). Information from the U.S. Dept. of Education is at: [www2.ed.gov/admins/lead/speced/privateschools/index.html?exp=3](http://www2.ed.gov/admins/lead/speced/privateschools/index.html?exp=3), including the publication *Provisions Related to Children with Disabilities Enrolled by their Parents in Private Schools*.

be submitted by the student's parent/guardian.- Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. -Transportation for such students shall be provided only if required in the child's individualized educational program Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

#### Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: -(1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch.-6 A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

#### Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education. 7

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: -(1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration.8 Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank. 9

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

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6 State law is silent on this issue; however, the Ill. High School Association Bylaws, 3.011 and 4.011, state that in order to be eligible to participate in interscholastic competition a student must be enrolled in a district school and take a minimum of 25 credit hours of work for which the district will grant high school credit upon the student completing and passing the courses. If the board decides not to allow such participation, consider omitting this section of the policy and substituting:

Nonpublic school students, regardless of whether they attend a District school part-time, will not be allowed to participate in any extracurricular activities.

7 This paragraph is optional; districts are not required to accept the grade placement or academic credits from nonpublic schools. However, the Ill. State Board of Education (ISBE) provides a *recognition* status to nonpublic schools in order to, among other things, provide assurance that the school's educational program meets at least minimum State requirements. See 105 ILCS 5/2-3.25o; 23 Ill.Admin.Code Part 425, and ISBE's guidance at: [www.isbe.net/Pages/Nonpublic-Elementary-and-Secondary-School-Registration-and-Recognition.aspx](http://www.isbe.net/Pages/Nonpublic-Elementary-and-Secondary-School-Registration-and-Recognition.aspx). Nonpublic schools may seek a *Certificate of Nonpublic School Recognition* by complying with these guidelines. While nonpublic school certification is entirely voluntarily, only nonpublic schools that have met the voluntary recognition requirements are eligible to receive school safety and education improvement block grant funding. See 23 Ill.Admin.Code §425.80.

8 The question whether to award academic credit based on proficiency is complex. If credit is not given, any incoming secondary student from a nongraded school begins high school as a freshman, regardless of age or proficiency. On the other hand, to award credit based on a student's proficiency only if the student is transferring from a nongraded school will seem unfair to other students. State law is silent on this issue and boards should consult their administrative team for guidance.

9 Optional.

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

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

## Students

### Release During School Hours 1

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 ~~from during school=~~ hours: (1) at any time ~~other than before~~ the regular dismissal ~~time~~ time or ~~other times when~~ at any time before school is otherwise officially closed, and/or (2) to any person other than ~~the~~ custodial parent/guardian.

#### Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to ~~dismiss~~ close school early due to inclement weather or other reason.

*[For high school and unit districts only]*

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1 This sample policy and its contents are discretionary with each school board. Sample PRESS policy 4:170, *Safety*, authorizes the Superintendent to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Planning for unforeseen early dismissals furthers a positive parent-school relationship and reduces the possibility of unsupervised children. According to this sample policy's introductory section, the school does not need prior parental consent before releasing students for an early dismissal even when it is unforeseen. The second section, however, requires the superintendent or designee to use reasonable efforts to announce an early dismissal. The reasonable efforts could be satisfied, for example, by a website posting, telephone chain notification, or recorded message on the school's telephone.

## Voting 2

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

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2 Optional. While 10 ILCS 5/7-42(b) and 5/17-15(b), amended by P.A. 101-624, eff. 6-1-20, do not require this information to be in policy, including it aligns with best practice (ensuring compliance and aligning with good governance principles).

Including it also serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information.

To implement this law, each board and superintendent may wish to engage in a conversation about balancing the students' right to be absent from school with the district's attendance and safety and security goals and its right to minimize disruption to the educational process and/or ensure orderly operation of a school. Factors affecting implementation will depend upon a board's local conditions and the community expectations that may include, but not be limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for any increased security needs during the 15 days before and the day of the qualifying elections, (3) each individual building's unique needs, and (4) the community's expectations.

The superintendent and building principal may implement this policy differently in different buildings. Once the board and superintendent or designee determine implementation logistics, these should be communicated in student handbooks. A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

For high school and unit districts not wanting to include this subhead, delete it and the Legal Reference to it in this policy, delete it from the Cross References in policy 7:70, *Attendance and Truancy*, and follow the instructions listed in paragraph three of f/n 3 of policy 7:70, *Attendance and Truancy*.

## Students

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students <sup>1</sup>**

#### Required Health Examinations and Immunizations

A student's **parent(s)/guardian(s)** 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 the ninth grade;<sup>2</sup> and
- ~~1.~~ 2. 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).<sup>3</sup>

Proof of immunization against meningococcal disease is required for students in grade 12.<sup>4</sup>

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.<sup>5</sup>
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.<sup>6</sup>
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.<sup>7</sup> A student will not be excluded from

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<sup>1</sup> State or federal law controls this policy's content. The policy restates 105 ILCS 5/27-8.1, amended by P.A.s 100-513, 100-977, and 101-643. 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 Record Issues*, revised May 2013, and available at: [www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq\\_2013.pdf](http://www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq_2013.pdf).

<sup>2</sup> Id.

<sup>3</sup> 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).

<sup>4</sup> 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.

<sup>5</sup> 105 ILCS 5/27-8.1(2), amended by P.A. 100-513; 77 Ill.Admin.Code §665.130 et seq.

<sup>6</sup> Id. at f/n 6 above and §665.700 et seq.

<sup>7</sup> 105 ILCS 5/27-8.1(2), amended by P.A.s 100-513 and 100-1011. The IDPH is to develop rules to implement these new screening requirements and revise the Child Health Examination form. Id. 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. <sup>8</sup>

4. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal 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. <sup>9</sup>

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. <sup>10</sup> New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. <sup>11</sup> If a medical reason prevents a student from receiving a required immunization by

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<sup>8</sup> 105 ILCS 5/27-8.1(2.5). 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, 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, 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.

<sup>9</sup> 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977.

<sup>10</sup> 105 ILCS 5/27-8.1(5), amended by P.A. 101-513, 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 5/27-8.1. 105 ILCS 5/27-8.1(2.5) exempts developmental or social and emotional screenings from the exclusion from school requirement.

**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.

<sup>11</sup> 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 5/27-8.1(5), amended by P.A. 100-513. Consult the board attorney about establishing timeframes other than 30 days.

October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.<sup>12</sup> 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.<sup>13</sup> 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.

<sup>14</sup>

#### Eye Examination <sup>15</sup>

A parent(s)/guardian(s) is encouraged to have their children undergo an eye examination whenever health examinations are required. <sup>16</sup>

A parent(s)/guardian(s) of students entering 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 the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

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 <sup>17</sup>

All children in ninth grade 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.

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<sup>12</sup> This sentence and the following sentence restate 105 ILCS 5/27-8.1(5), amended by P.A. 100-513.

<sup>13</sup> 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.

<sup>14</sup> 105 ILCS 5/27-8.1, amended by P.A.s 100-513, 100-977, and 101-643.

<sup>15</sup> Required by 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(2). The IDPH's rules are published at 77 Ill.Admin.Code §665.610 et seq. §665.150 and 630 prescribe the statewide eye examination report form, available at: [www.idph.state.il.us/HealthWellness/EyeExamReport.pdf](http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf) or 77 Ill.Admin.Code §665, Appendix A.

<sup>16</sup> While 105 ILCS 5/27-8.1 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 5/27-8.1(2)):

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.

<sup>17</sup> Required by 105 ILCS 5/27-8.1(1.5), amended by P.A.s 100-829 and 101-643. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §§665.150 and 430 prescribe the statewide dental examination report form, available at: [www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf](http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf) or 77 Ill.Admin.Code §665, Appendix D.

If a child in the 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 <sup>18</sup>

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*,<sup>2</sup> and State rules if there is an outbreak of one or more diseases from which the student is not protected.<sup>19</sup>
2. Health examination or immunization requirements on medical grounds, if ~~a physician~~ 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.

#### 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.<sup>20</sup> School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

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<sup>18</sup> Id.; 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(8), amended by P.A. 100-513.

<sup>19</sup> Id.; 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on IDPH's website at: [www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf](http://www.dph.illinois.gov/sites/default/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 7:280-E2, *Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases*. The IDPH maintains a helpful school health communicable diseases chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: [www.dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf](http://www.dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf).

<sup>20</sup> 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).

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act, ~~42 U.S.C. §11431 et seq.~~  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.

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)

~~REVISED: 03.09.2015; 03.19.2018~~

## Students

### **Student Rights and Responsibilities 1**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. ~~These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee.~~<sup>2</sup> Students should exercise these rights reasonably and avoid violating the rights of others.– Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.<sup>3</sup>

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.<sup>4</sup> Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.<sup>5</sup>

LEGAL REF.:       20 U.S.C. §7904.  
                           105 ILCS 20/5.  
                           Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

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<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> In 1969 the U.S. Supreme Court changed the relationship between schools and students by finding that students “do not shed their constitutional rights at the schoolhouse door.” Tinker v. Des Moines Independent Sch. Dist., 89 S.Ct. 733 (1969).

<sup>3</sup> Consult the board attorney to ensure the district's non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. The U.S. Dept. of Education's guidance states that while acts of sexual violence are crimes, they may also be discrimination under Title IX. See Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts, U.S. Dept. of Education Office for Civil Rights, 111 LRP 23852 (April 4, 2011), at [www.ed.gov/about/offices/list/ocr/letters/colleague-201104.html](http://www.ed.gov/about/offices/list/ocr/letters/colleague-201104.html).

<sup>4</sup> This language is from 105 ILCS 20/5. The statute provides these examples of religious-based meetings: prayer groups, B I B L E (Basic Instruction Before Leaving Earth) clubs, and meet at the flagpole for prayer days. Districts with secondary schools should amend the Cross References by adding “7:330 (Student Use of Buildings - Equal Access).”

In addition, federal law requires districts to certify that “no [district] policy... prevents, or otherwise denies participation in, constitutionally protected prayer in both public elementary and secondary schools.” 20 U.S.C. §7904(b). The State provides certification instructions and the U.S. Dept. of Education provides guidance on constitutionally protected prayer in public schools. See Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, [www.ed.gov/policy/gen/guid/religionandschools/prayer\\_guidance.html](http://www.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html). Certification with the Ill. State Board of Education occurs through the signed assurances that a superintendent provides through the grant application process.

<sup>5</sup> 105 ILCS 20/5.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student ~~Discipline~~Behavior)

- Please review this material with your school board attorney before use.

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment 1

~~1~~ Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations: ~~2~~

1. During any school-sponsored education program or activity.

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<sup>1</sup> All districts must have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 100-137. Every two years, each district must review and re-evaluate this policy, make necessary and appropriate revisions, and file the updated policy with ISBE. This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See 7:190, *Student Behavior*; 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

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. See f/n 7, below.

<sup>2</sup> This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in 7:20, *Harassment of Students Prohibited*.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7 <sup>3</sup>

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

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

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

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<sup>3</sup> All definitions are directly from 105 ILCS 5/27-23.7, amended by P.A. 100-137.

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

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

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

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12. <sup>4</sup>

1. The District uses the definition of *bullying* as provided in this policy. <sup>5</sup>
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to

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<sup>4</sup> As each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)1-12, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

<sup>5</sup> A board may augment the School Code requirement by using this alternative:

Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying, and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking.<sup>6</sup> Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.<sup>7</sup> Anonymous reports are also accepted.

4. **Bullying Anonymous Hotline**

5. **Addison Trail – 630-782-2801**

6. **Willowbrook – 630-782-2803**

**Nondiscrimination Coordinator: <sup>8</sup>**

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<sup>6</sup> The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with 2:260, Uniform Grievance Procedure. 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 telephone number for making anonymous reports may also be added.

<sup>7</sup> 105 ILCS 5/27-23.7(d), amended by P.A. 100-137, requires that “[s]chool personnel available for help with a bully or to make a report about bullying” be made known to parents/guardians, students, and school personnel.

<sup>8</sup> Sample policy 2:260, Uniform Grievance Procedure, states that a district’s Nondiscrimination Coordinator also serves as its Title IX Coordinator. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators’ names separately in this policy. Best practice is that throughout the district’s 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.

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- 7. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. <sup>9</sup>
- 8. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

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<sup>9</sup> 105 ILCS 5/10-20.14 contains a similar requirement. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs. <sup>10</sup>

9. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. <sup>11</sup>
10. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
11. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

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<sup>10</sup> This sentence contains requirements found in 105 ILCS 5/27-23.7(d).

<sup>11</sup> A grant may be available from the Ill. State Board of Education for the promotion of a safe and healthy learning environment. 105 ILCS 5/2-3.176, added by P.A. 101-438. A list of grant funding opportunities is available at: [www.isbe.net/Pages/Grants.aspx](http://www.isbe.net/Pages/Grants.aspx).

12. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
13. The Superintendent or designee shall post this policy on the District’s website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty. <sup>12</sup>
14. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

15. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following: <sup>13</sup>

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<sup>12</sup> 105 ILCS 5/27-23.7(b)(10), amended by P.A. 100-137.

<sup>13</sup> The statute requires that the bullying policy be consistent with other board policies. The list of policies may be deleted and the following alternative used: “12. The District’s bullying prevention plan must be consistent with other Board policies.” If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District’s goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- ~~b.c.~~ 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- ~~e.d.~~ 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- ~~d.e.~~ 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- ~~e.f.~~ 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- ~~f.g.~~ 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- ~~g.h.~~ 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- ~~h.i.~~ 7:310, *Restrictions on Publications; Elementary Schools, and* 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and ~~provides~~provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school

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- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- ~~a.d.~~ Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.<sup>14</sup>

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

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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<sup>14</sup> For elementary districts, delete: ~~and 7:315, Restrictions on Publications; High Schools~~ and delete the Cross Reference to ~~7:315, Restrictions on Publications; High Schools~~. For high school districts, delete ~~7:310, Restrictions on Publications; Elementary Schools, and~~ and delete the Cross Reference to ~~7:310, Restrictions on Publications; Elementary Schools~~. In both cases, revise the beginning of the sentence to read: “Thisese policyies prohibits students from and provides.”

## Students

### Teen Dating Violence Prohibited 1

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.<sup>2</sup> For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.<sup>3</sup>

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that: <sup>4</sup>

1. Fully implements and enforces each of the following Board policies: <sup>5</sup>
  - a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

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<sup>1</sup> All school boards must have a policy on teen dating violence. 105 ILCS 110/3.10. 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 6:60-AP, *Comprehensive Health Education Program*.

<sup>2</sup> 105 ILCS 110/3.10(b)(1). 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.

<sup>3</sup> 105 ILCS 110/3.10(a). 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."

<sup>4</sup> Required by 105 ILCS 110/3.10(b)(3).

<sup>5</sup> 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-AP1, *Prevention, Identification, Investigation, and Response to Bullying*. This means that 7:180-AP1 should be considered to be part of this policy.

~~a.c.~~ 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

~~b.d.~~ 7:180, *Preventing 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 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

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6 105 ILCS 110/3.10(b)(4), 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 110/3.10(a). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. 105 ILCS 5/27-23.7. Thus, identifying any school staff member is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in 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 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in 6:60-AP, *Comprehensive Health Education Program*.

10 Id. For boards that add the optional paragraphs in policy 5:100, *Staff Development Program*, add the phrase "and policy 5:100, *Staff Development Program*."

11 Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 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  
~~and School Violence~~)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), ~~2:260 (Uniform Grievance Procedure)~~, ~~2:265 (Title IX Sexual Harassment Grievance Procedure)~~, 5:100 (Staff Development 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 (~~Preventing~~Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student ~~Discipline~~Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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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

### Student Behavior 1

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

### When and Where Conduct Rules Apply 3

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

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1 All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25)); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a). The school board must require that each school inform its pupils of the discipline policy's contents. Id.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. Id. For more information about the parent-teacher advisory committee, see 2:150, Committees. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b). See 7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See 7:190-E3, Memorandum of Understanding.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

2 The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: [www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx](http://www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx).

3 Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a factual inquiry to determine the degree of nexus and impact on the school. Many decisions address disciplining a student for off-campus misconduct; for example, see: J.S. v. Blue Mountain Sch. Dist., combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 1116 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

Note that the law is different regarding participants in athletics and extracurricular activities. See policy 7:240, Conduct Code for Participants in Extracurricular Activities.

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

### Prohibited Student Conduct **5**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. **6**
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.**7** Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

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A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

**4** The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See Doe v. Superintendent of Schs. of Stoughton, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

**5** Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

**6** 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 1994, 20 U.S.C. §6081 et seq. Districts that fail to comply risk a civil penalty of up to \$1,000 per violation per day. 20 U.S.C. §6083(f)(1). See 8:30, *Visitors to and Conduct on School Property*, for more information.

The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in vaping. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

Information and resources are available at:

[www.isbe.net/Pages/School-Health-Issues.aspx](http://www.isbe.net/Pages/School-Health-Issues.aspx)

[www.fda.gov/tobaccoproducts/default.htm](http://www.fda.gov/tobaccoproducts/default.htm)

[www.cdc.gov/tobacco/basic\\_information/e-cigarettes/index.htm](http://www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm)

[www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes](http://www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes)

[www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping](http://www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping)

**7** Alcoholic beverages are defined in 235 ILCS 5/1-3.01 to 3.05.

- a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*). **8**
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. **9**
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription. **10**
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*. **11**
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the

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**8** *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10, added by P.A. 101-27. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

**9** *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

**10** See policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

**11** To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program, 410 ILCS 130/, amended by P.A.s 100-660 and 101-363, scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley's Law*. 410 ILCS 130/30(a)(2) and (3), amended by P.A.s 100-660 and 101-363, scheduled to be repealed on 7-1-20. *Ashley's Law* provides that school districts "shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act." 105 ILCS 5/22-33(b), added by P.A. 100-660 and amended by P.A. 101-363. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. Id. 105 ILCS 5/22-33(b-5), added by 101-370, allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, 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. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. 105 ILCS 5/22-33(c), added by P.A. 100-660. For more discussion, see f/n 25 in 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form. [12](#)
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. [13](#)
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. [14](#)

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy. [15](#)
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants

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[12](#) The Powdered Caffeine Control and Education Act states: “No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State.” A limited exception to this prohibition exists for “the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration.” 410 ILCS 647/20.

[13](#) *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. *Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of look-alikes had vagueness problems.*

[14](#) *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

[15](#) This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for “a student who is determined to have brought” a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits “using, possessing, controlling, or transferring” a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act’s provisions.

permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.- 16

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. 17

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16 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as \$10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

17 All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d). Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418,. See policy 7:20, *Harassment of Students Prohibited*, and its f/n 7 for further detail.

105 ILCS 5/10-20.14 requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in *Gendelman v. Glenbrook North High Sch. and Northfield Township Sch. Dist.* 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.- 18
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. 19
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. 20
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. 21
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. 22
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1, amended by P.A.s 100-197 and 100-260. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

18 All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

19 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

20 105 ILCS 5/26-2a, amended by P.A.s 100-918 and 100-810; 5/26-9; and 5/26-12, amended by P.A.s 100-810 and 101-81. See policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

21 State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

22 See Kelly v. Bd. of Educ. of McHenry Community High Sch. Dist. 156, 2007 WL 114300 (N.D.Ill. 2007)(upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 et seq. allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. [23](#)
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. [24](#)
- [21.](#) Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. [25](#)

[21-](#) For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. [26](#)

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.[27](#) The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. [28](#)

#### Disciplinary Measures [29](#)

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-

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[23](#) This statement of misconduct restates 105 ILCS 5/10-22.6(d-5), amended by P.A. 100-810. The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

[Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6\(d-5\).](#)

[24](#) For more information regarding unmanned aircraft systems, see [www.faa.gov/uas/](http://www.faa.gov/uas/).

[25](#) A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see 7:165, *School Uniforms*), add the following item to the list as number 22: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

[26](#) *Possession* should be defined to avoid vagueness problems.

[27](#) See f/n 17.

[28](#) Mandated by 105 ILCS 5/10-20.36.

[29](#) **IMPORTANT:** The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

exclusionary discipline before using out-of-school suspensions or expulsions.<sup>30</sup> School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.<sup>31</sup> Potential disciplinary measures include, without limitation, any of the following: <sup>32</sup>

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property. <sup>33</sup>
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. <sup>34</sup>
7. After-school study or Saturday study<sup>35</sup> provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

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Before amendments to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The amendments to 105 ILCS 5/10-22 call into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005)(expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

<sup>30</sup> 105 ILCS 5/10-22.6(b-5). In addition, subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810.

<sup>31</sup> 105 ILCS 5/10-22.6(h).

<sup>32</sup> Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is Knight v. Bd. of Educ., 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is Smith v. Sch. City of Hobart, 811 F.Supp. 391 (N.D.Ind. 1993)(grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

<sup>33</sup> While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in a footnote in sample policy 7:170, *Vandalism*.

<sup>34</sup> An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l), added by P.A. 100-1035. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n 3 in policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

<sup>35</sup> Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs.<sup>36</sup> The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.<sup>37</sup>
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.<sup>38</sup>
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.<sup>39</sup> A student who has been suspended may also be restricted from being on school grounds and at school activities.<sup>40</sup>
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.<sup>41</sup> A student who has been expelled may also be restricted from being on school grounds and at school activities.<sup>42</sup>
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.<sup>43</sup>
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*,

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<sup>36</sup> See *Herndon v. Chapel Hill-Carrboro City Bd.*, 89 F.3d 174 (4th Cir. 1996)(upheld policy requiring students to complete community service in order to graduate).

<sup>37</sup> Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. *Koch v. Adams*, 361 S.W.3d 817 (Ark. 2010).

<sup>38</sup> 105 ILCS 5/10-22.6(b) and (b-30).

<sup>39</sup> A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes

<sup>40</sup> This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

<sup>41</sup> An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

<sup>42</sup> This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

<sup>43</sup> 105 ILCS 5/10-22.6(a) and (b). Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. *Goss v. Lopez*, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to cumulative school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 cumulative school days.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in *Leak v. Rich Twp. High Sch. Dist.* 227 (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. 44

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. 45

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. 46

#### Isolated Time Out, Time Out, and Physical Restraint 47

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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

44 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478. See policy 7:150, *Agency and Policy Interviews*.

45 Note: Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6(k), amended by P.A. 100-105. A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). Ill. State Board of Education (ISBE) rules implementing these new requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. As of PRESS Issue 104 (June 2020), the ISBE forms required to document steps taken in accordance with these rules were being developed and projected to be available in late summer 2020 at: [www.isbe.net/Pages/Early-Childhood.aspx](http://www.isbe.net/Pages/Early-Childhood.aspx). **Consult the board attorney for advice to ensure compliance with ISBE rules.** Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

46 This paragraph paraphrases 105 ILCS 5/24-24.

47 Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **The sample policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **By doing this, the policy includes the district's procedure. For a board that wants to prohibit the use of isolated time out, time out, and physical restraint (1) delete this subhead and its contents; (2) amend the Legal References as follows "23 Ill.Admin.Code §§-1.280,-1.285," and (3) delete "Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)".**

## Weapons 48

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

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

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. – 49

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. 50

## Re-Engagement of Returning Students 51

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of

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48 This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of weapon. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of firearm – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 et seq.) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See Washington v. Smith, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the Prohibited Student Conduct section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the Weapons section.

49 Optional.

50 The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

51 Required by 105 ILCS 5/10-22.6(b-25). See 7:190-AP8, Student Re-Engagement Guidelines.

exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. 52

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.53 Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian.54 *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. 55

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school

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52 A goal for re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

53 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7. School grounds includes 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. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

54 Id. State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, Ill. Dept. of State Police (ISP), and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.

55 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280 require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

bus, up to ten consecutive school days, provided the appropriate procedures are followed.<sup>56</sup> The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.<sup>-57</sup>

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee,<sup>58</sup> shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

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<sup>56</sup> Required by 105 ILCS 5/10-22.6(b).

<sup>57</sup> Id.

<sup>58</sup> The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees*. This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

Incorporated

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

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

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining  
Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure  
and/or Dropping Out of School and Graduation Incentives Program), 7:70  
(Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140  
(Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student  
Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying,  
Intimidation, and Harassment-), 7:185 (Teen Dating Violence Prohibited), 7:200  
(Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct),  
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in  
Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310  
(Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and  
Conduct on School Property)

~~REVISED:~~ ~~06.09.2014; 05.09.2016; 01.30.2017; 03.19.18; 05.13.2019~~

## 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 District has purchased student accident insurance coverage for all students for injuries incurred while participating in school sponsored activities including athletics. If students have other insurance coverage, then the District's coverage is secondary.
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),[4](#) and (b) complete all forms required by the District including,

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[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 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 \*\*PRESS\*\* 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 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). IHSB by-law 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 IHSB website at: [ihsa.org/Resources/DownloadCenter.aspx](http://ihsa.org/Resources/DownloadCenter.aspx).

[4](#) Participants in an IHSB-sponsored or sanctioned athletic event are subject to testing for banned substances. For a list of banned substances, the testing program, and other related resources, see the IHSB Sports Medicine website.

without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*. 5

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

~~REVISED: 03.19.2018~~

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[www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx).

The sponsoring organization's rules/bylaws/policies control transgender student participation in extracurricular athletic activities. See:

1. IESA Policy and School Recommendations for Transgender Participation at:  
[www.iesa.org/documents/handbook/IESA-Policies.pdf](http://www.iesa.org/documents/handbook/IESA-Policies.pdf);
2. IHSA policy #34, Policy and School Recommendations for Transgender Participation, at:  
[www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies](http://www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies); and
3. SIJHSAA Transgender Participation Policy at:  
[www.sijhsaa.com/images/stories/pdf/TRANSGENDER\\_PARICIPATION\\_POLICY\\_Revised\\_10-17-18.pdf](http://www.sijhsaa.com/images/stories/pdf/TRANSGENDER_PARICIPATION_POLICY_Revised_10-17-18.pdf).

For further information on accommodating transgender students, see PRESS sample procedure 7:10-API, Accommodating Transgender Students or Gender Non-Conforming 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](http://www.isbe.net/supportallstudents).

5 IHSA eligibility information and required forms are available at: [www.ihsa.org/Resources/Download-Center](http://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. 105 ILCS 5/10-20.54 and 23 Ill.Admin.Code §1.530(b). The form 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, e.g.:

1. [www.ihsa.org/Resources/Download-Center](http://www.ihsa.org/Resources/Download-Center) (see consent form under subhead **Sports Medicine Forms**)
  2. [www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx) (performance-enhancing drugs)
  3. [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx) (concussions)
- Concussion information is available from the Ill. Elementary School Assoc. at: [www.iesa.org/activities/concussion.asp](http://www.iesa.org/activities/concussion.asp).

## Students

### Student ~~Fund-Raising~~Fundraising Activities 1

~~Only the following organizations may solicit~~ No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity to engage in fund-raising activities. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

~~The Superintendent's implementing procedures shall provide that:~~

~~Fund-raising~~ The Superintendent or designee shall manage student fundraising activities in alignment with the following directives: <sup>2</sup>

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. ~~Fund-raising~~ For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items. <sup>3</sup>
- ~~2.3.~~ Participation in fundraising efforts must be voluntary.
- ~~3.4.~~ Student safety is ~~must be~~ paramount; Door-to-door solicitations should be restricted to friends and neighbors.
- ~~4.5.~~ For school-sponsored student organizations, a school staff member must supervise the fund-raising ~~fund-raising~~ activities and the student activity funds treasurer must safeguard the financial accounts.

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<sup>1</sup> State law requires this subject matter be covered by policy. 105 ILCS 5/10-20.19(3) requires districts to have rules governing: (1) "conditions under which school classes, clubs, and associations may collect or acquire funds," and (2) "the safekeeping of such funds for the educational, recreational, or cultural purposes they are designed to serve."

<sup>2</sup> Except for #2 (see f/n 3, below), all numbered directives are optional and may be deleted or amended. These directives are intended to comply with 105 ILCS 5/10-20.19(3) by stating the conditions under which funds may be collected and by providing for their safekeeping.

<sup>3</sup> Selling popular food items to raise funds is restricted by federal and State rules. ISBE limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program (*participating schools*). 23 Ill.Admin.Code §305.15(a). *Competitive foods* are all food and beverages that are offered by any person, organization, or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. 7 C.F.R. §210.11(a)(2); 23 Ill.Admin.Code §305.5. *Participating schools* with grades 8 and below have zero *exempted fundraising days*, and *participating schools* with grades 9-12 may have no more than *nine exempted fundraising days*. 23 Ill.Admin.Code §305.15 (b)(2)(A)-(B). *Exempted fundraising day* means a school day on which foods and/or beverages not meeting the "general nutrition standards for competitive foods" may be sold to students on the school campus. 7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5. See 4:120, *Food Services*; 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

~~5.6.~~ The ~~fund-raising~~fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.

~~6.7.~~ The funds shall be used to the maximum extent possible for the designated purpose. Reporting on school fund-raising shall comply with state regulations.

8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must: <sup>4</sup>

a. Develop viewpoint neutral guidelines for the creation of messages;

b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and

c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.: 105 ILCS 5/10-20.19(3).

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

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<sup>4</sup> The issue of soliciting or receiving donor messages is an unsettled area of the law that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution's Free Speech, Establishment, and Equal Protection Clauses may be triggered. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate on the basis of viewpoint. Requiring that donor messages go through a thorough review process prior to their permanent placement on any medium can avoid issues that may occur when messages are reviewed after placement and found to be unacceptable. For sample cases discussing the issue of a district's exclusion of donor messages on school property, see Fleming v. Jefferson Cnty. Sch. Dist. R-1, 298 F.3d 918 (10th Cir. 2002), cert. denied (school's restriction on the use of religious symbols on tiles that would become a part of the rebuilt school allowed because the messages were school-sponsored speech, and the restrictions had a reasonable relation to legitimate teaching concerns); DiLoreto v. Downey Unified Sch. Dist. Bd. of Educ., 196 F.3d 958 (9th Cir. 1999), cert. denied (school district's refusal to post an advertisement featuring the text of the Ten Commandments on its baseball field upheld because the field was a nonpublic forum for a limited purpose); Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), cert. denied (school district disallowed religious symbols on Bible Club's mural so it would not have to allow speech that would cause a disruption like white supremacists who wanted to display the swastika); and Kiesinger v. Mexico Acad. and Central Sch., 427 F.Supp. 2d 182 (N.D.N.Y. 2006)(school district's removal of bricks inscribed with a donor's religious messages from a walkway in front of a school was viewpoint discrimination because the district allowed messages about God generally, but not a specific religious viewpoint on God).

## Students

### Student Records 1

School student records are confidential. Information from them shall not be released other than as provided by law.<sup>2</sup> A school student record is any writing or other recorded information concerning a

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<sup>1</sup> State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A.s 101-515 and 100-532, implemented by ISBE rules at 23 Ill.Admin.Code Part 375).

In addition, the U.S. Dept. of Education's (DOE) *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the Student Privacy Policy Office, is a *one-stop* resource for education stakeholders to learn about student privacy and confidentiality, including data privacy and security practices related to student-level longitudinal data systems, at: [www.studentprivacy.ed.gov/](http://www.studentprivacy.ed.gov/). PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* (2014), at: [www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best](http://www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best).

The DOE also issued a summary of resources on FERPA and virtual learning (2020) at: [www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning](http://www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning). **Boards that wish to enter into cloud computing and other operator contracts must comply with the Student Online Personal Protect Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, and should contact the board attorney for implementation guidance.** See also f/n 2, item #7, below.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (DHS), addresses the disclosure of individuals' health information by *covered entities*. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a *covered entity*, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, *educational records* as defined by FERPA are excluded from HIPAA's definition of *protected health information*. 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. In December 2019, DHS and DOE issued an update to its *Joint Guidance on the Application of FERPA and HIPAA to Student Health Records*, at:

[www.studentprivacy.ed.gov/sites/default/files/resource\\_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf](http://www.studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf).

The board attorney should be consulted on all HIPAA-related questions.

<sup>2</sup> A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. The Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. *Id.*

student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below: [3](#)

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school. [4](#)
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses<sup>5</sup>) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody. [6](#)

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[7](#) SOPPA (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21) addresses a school district's obligations related to covered information of students and contracts with educational technology operators. In some instances, covered information as defined under SOPPA may also qualify as education records under FERPA and school student records under ISSRA. See policy 7:345, *Educational Technology Use; Student Data Privacy and Security*, and administrative procedure 7:345-AP1, *Educational Technology Use; Student Data Privacy and Security*, for a description of SOPPA obligations.

**Note:** Nos. 5 and 6 above may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. 1232g(a)(1)(A), (B); 34 C.F.R. 99.10(a). **Consult the board attorney for guidance.**

Allowing students to grade each other's papers does not violate FERPA; such student work is not a school record until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). School student records are per se prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Educ., 332 Ill.App.3d 60 (1st Dist. 2002).

[3](#) 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

[4](#) For a helpful resource, see f/n 1 in policy 7:150, *Agency and Police Interviews*.

[5](#) For an explanation, see footnotes in policy 7:220, *Bus Conduct*.

[6](#) Many lawyers believe that once these records are received by a school, they are protected as *education records* under FERPA. Consult the board attorney for advice.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy<sup>7</sup>, and challenge school student records.<sup>8</sup> The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.<sup>9</sup> The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to opt-out of~~ the release of directory information regarding his or her child.<sup>10</sup> However, the

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7 105 ILCS 10/5(a).

105 ILCS 10/5(c), amended by P.A. 100-532, requires that a parent’s or student’s request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5), added by P.A. 100-532, outlines how a school district may extend the timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. Id.

8 23 Ill.Admin.Code §375.10 provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student’s academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

A student or the student’s parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student’s academic transcript.

Note: Though 23 Ill.Admin.Code §375.10 uses the phrase “student, parent or person who enrolled the student,” student records rights under ISSRA and FERPA attach to *eligible students* and their parents/guardians, not to “a person who enrolled the student” (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district’s notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5). See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records*, for an example.

9 23 Ill.Admin.Code §226.740(a).

10 This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students’ names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district’s definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

The PRESS policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.<sup>11</sup> Upon request, the District discloses school student records without parent consent to ~~officials~~the official records custodian of another school ~~district~~ in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. <sup>12</sup>

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. <sup>13</sup>

#### Student Biometric Information Collection <sup>14</sup>

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.<sup>15</sup> Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

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<sup>23</sup> Ill.Admin.Code §375.80(a)(1) no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that Illinois' past practice of including *gender* within directory information may have violated FERPA. FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. §99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, DOE guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, DOE Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict DOE guidance.

<sup>11</sup> 20 U.S.C. §1232(g)(j), as added by Sec. 507 of the U.S.A. Patriot Act of 2001.

<sup>12</sup> 34 C.F.R. §99.31; 105 ILCS 10/6.

<sup>13</sup> Each school must have an *official records custodian*. 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 105 ILCS 10/4, amended by P.A. 101-161; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and 7:340-AP1, *School Student Records*.

<sup>14</sup> This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40. This section restates the School Code's requirements for a student biometric information policy.

<sup>15</sup> For districts already collecting biometric information, the following is an alternative:

The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility<sup>16</sup> or the student (if over the age of 18).<sup>17</sup> Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.<sup>18</sup> Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. <sup>19</sup>

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).<sup>20</sup> Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. <sup>21</sup>

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<sup>16</sup> Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The IMDMA, 750 ILCS 5/, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. It also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The new law does not amend ISSRA or the School Code.

<sup>17</sup> Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization*.

<sup>18</sup> Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

<sup>19</sup> State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5).

<sup>20</sup> 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See f/n 15 for a discussion about the terms *custody* and *parental responsibility*.

<sup>21</sup> Whether the student biometric information is an education record under FERPA or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the DHS's interpretations of HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
 50 ILCS 205/7.  
 105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.  
 105 ILCS 10/, Ill. School Student Records Act.  
[105 ILCS 85/, Student Online Personal Protection Act.](#)  
 325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.  
 750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
 23 Ill.Admin.Code Parts 226 and 375.  
 Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
 Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), [7:345 \(Use of Educational Technologies; Student Data Privacy and Security\)](#)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 ([Letter Containing](#) Schedule for Destruction of School Student Records)

~~ADOPTED: \_\_\_\_\_~~

~~REVISED: \_\_\_\_\_~~ 06.09.2014; 01.30.2017; 03.19.2018 (reviewed); 01.27.2020

## Students

### Use of Educational Technologies; Student Data Privacy and Security 1

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

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

Federal and State law govern the protection of student data, including school student records and/or *covered information*.<sup>2</sup> The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited.<sup>3</sup> Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. <sup>4</sup>

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<sup>1</sup> The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, controls the content of this policy. SOPPA specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a).

<sup>2</sup> See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

*Covered information* is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues.

<sup>3</sup> 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21.

<sup>4</sup> SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. For boards that wish to designate a Privacy Officer, add the below sentence to the end of the paragraph. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

## Definitions <sup>5</sup>

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. <sup>6</sup>

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. <sup>7</sup>

## Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval.<sup>8</sup> Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law. <sup>9</sup>

## Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure.<sup>10</sup> In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the

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<sup>5</sup> 105 ILCS 85/5, amended by P.A. 101-516, eff. 7-1-21. See f/n 3 above for more discussion about *covered information*.

<sup>6</sup> SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA.

<sup>7</sup> Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21.

<sup>8</sup> This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." *Id.* SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35.

<sup>9</sup> SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details.

<sup>10</sup> 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See [www.ltc.org](http://www.ltc.org). The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at [www.studentprivacy.ed.gov/topic/security-best-practices](http://www.studentprivacy.ed.gov/topic/security-best-practices).

Superintendent or designee shall also ensure that the District provides any breach notifications required by State law. **11**

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

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

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**11** In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details about the required notices.



## Community Relations

### Connection with the Community

#### Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson ~~and~~. The Superintendent or designee shall plan and implement a District public relations program that will: 1

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media ~~provided with accurate information~~ accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, ~~and activities that will be sent~~ activities, and special event management for distribution by, for example, posting on the

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1 These objectives are examples only and should be customized for each district. The District Safety Coordinator is identified as the responsible person for compiling information and preparing communications covering an emergency or crisis (4:170-AP1, *Comprehensive Safety and Security Plan*). An alternative to the entire first subhead follows:

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program to keep the community informed and build support through open and authentic communications. The public relations program shall include, without limitation, media relations; internal communications; communications to the community; communications to students and parents/guardians; emergency communications in coordination with the District Safety Coordinator; the District website and social media platforms; and other efforts to reach all audiences using suitable mediums.

- District website, using social media platforms,<sup>2</sup> e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent. <sup>3</sup>
  3. ~~3.~~—Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
  4. ~~4.~~—Other efforts that highlight the District’s programs and activities. <sup>4</sup>

Community Engagement <sup>5</sup>

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District’s schools.<sup>6</sup>

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will: <sup>7</sup>

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<sup>2</sup> District social media accounts are likely either *limited public forms* or *public forums*. See *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018) (holding that the @realDonaldTrump Twitter account is a public forum under the First Amendment; therefore, (a) it could not exclude plaintiffs based simply on their views because excluding them on that basis is a violation their First Amendment right to petition their government, and (b) by purging critics from the @realDonaldTrump account, the White House deprived those who remained in the public forum the opportunity to hear the critics). Consider that school districts are different than the President of the United States and must ensure other duties to students, e.g., safety and security, which may require excluding certain comments from the district’s social media accounts.

<sup>3</sup> In alignment with the IASB “Foundational Principles of Effective Governance,” the school board president is the board’s spokesperson (see 2:110, *Qualifications, Term, and Duties of Board Officers*) and the superintendent is the district’s spokesperson.

<sup>4</sup> Examples of such programs include senior citizens’ brunches, realtors’ luncheons, and building tours.

<sup>5</sup> This section is optional. A board that includes this subhead should complete the work necessary to develop and implement a community engagement initiative. See *Connecting with the Community: The Purpose and Process of Community Engagement as Part of Effective School Board Governance (Connecting with the Community)* at [www.iasb.com/IASB/media/Documents/communityengagement.pdf](http://www.iasb.com/IASB/media/Documents/communityengagement.pdf). This publication and other materials about community engagement are listed at: [www.iasb.com/training/connecting.cfm](http://www.iasb.com/training/connecting.cfm).

The community engagement process differs from public relations (discussed in the **Public Relations** section, above) or public polling. Public relations push out information to the community. Public polling pulls information or opinions from the community. While most school districts understand how to push and pull information from their communities, the community engagement process is part of the two-way conversation for school boards that involves listening. Listening should not be limited only to the public comment period during board meetings. It is reaching out to the community and having conversations not only with parents but other community members, and then taking into consideration their thoughts and ideas as boards make their decisions. This method of listening must be purposeful for community engagement to work as intended.

<sup>6</sup> Optional. This sentence applies the definition of community engagement to a board and its school district. See *Connecting with the Community*, pg. 9, at [www.iasb.com/IASB/media/Documents/communityengagement.pdf](http://www.iasb.com/IASB/media/Documents/communityengagement.pdf).

An alternative introductory sentence that repeats the definition of community engagement follows: “For purposes of this policy, community engagement is the process that school boards use to actively involve diverse citizens in dialogue, deliberation and collaborative thinking around common interests for their public schools.”

- a. Commit to the determined purpose(s) and objective(s), and
  - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent will: 8
- a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),
  - b. At least annually, prepare a report for the community engagement initiative, and/or
  - c. Prepare a final report of the community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

REVISED: ~~03.09.15~~

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7 This action clarifies a board's reason(s) for engaging its community in an initiative and frames it to share with all participants in the process. *Connecting with the Community*, pg. 10.

8 See *Connecting with the Community* at pg. 10 for examples of resources that a superintendent could use to implement the board's purpose and objectives.

## Community Relations

### Visitors to and Conduct on School Property 1

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. 2

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

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. 3

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the

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1 State or federal law controls this policy's content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given. 105 ILCS 5/24-24. See f/n 20 below.

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.

2 School-sponsored or school-sanctioned events or activities aligns with the text of 105 ILCS 5/27-23.7(a).

3 This paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing – Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

Option 1: The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Option 2: The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. 4

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

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person. 5
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. 6
4. Damage or threaten to damage another's property. 7
5. Damage or deface school property. 8
6. Violate any Illinois law, 9 or town or county ordinance.
7. Smoke or otherwise use tobacco products. 10
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. 11

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4 105 ILCS 5/14-8.02(g-5). See administrative procedure 6:120-AP2, Access to Classrooms and Personnel, and exhibit 6:120-AP2, E1, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes.

5 See e.g., 720 ILCS 5/12-2 (aggravated assault); 5/12-3.05(c) (aggravated battery on public property); 5/12-3.05(d)(3) (aggravated battery against a school employee); 5/12-2(b)(9) (aggravated assault against a sports official or coach); 5/12-9 (threats to public officials); 5/24-1.2 (discharge of a firearm).

6 With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and/or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. 430 ILCS 66/65(a). The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), to the text in number 3:

An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407, 720 ILCS 5/24-9; 725 ILCS 5/110-4, 5/110-10 (firearms in schools); 720 ILCS 5/24-1.2, 5/24-3 (discharge of firearm and unlawful delivery or sale of a firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

7 See e.g., 720 ILCS 5/2-19.5, 5/16-1, 5/18-1, 5/19-1, 21-1, and 5/21-1.3 (property damage penalties).

8 See e.g., 720 ILCS 5/21-1.01, 21-1.3.

9 See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14 (prostitution), 5/11-15 (repealed), and 5/11-18 (patronizing a prostitute); 720 ILCS 5/21-11 (soliciting students to commit illegal act).

10 Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 et seq. Federal law prohibits smoking inside schools (20 U.S.C. §6083); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

11 See 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school) and 410 ILCS 705, added by P.A. 101-27. See also the discussion in f/ns 5 and 6 of policy 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition; this statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP2, Employee Conduct Standards).

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.- 12
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*. 13
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). 14
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive. 15
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. 16
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

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

12 Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce.

13 Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. 410 ILCS 130/30(a)(2), (3), and (4), amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students* and its f/n 20.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student (see f/n 25 of that policy for further discussions).

14 See e.g., 720 ILCS 5/21.2-1 et seq. (interference with a public institution of education).

15 See e.g., 625 ILCS 5/11-605 (special speed limit zones), 625 ILCS 5/12-610.1(e), prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes.

16 The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

### Convicted Child Sex Offender 17

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 is:

1. 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 at the school 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. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

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

### Exclusive Bargaining Representative Agent 18

~~Authorized~~ Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative, ~~upon notifying the Building Principal's office, may meet with a school employee (or group of~~ will be provided reasonable access to employees) in the school building ~~during duty free times of such employees~~ bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

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17 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105); policy 4:170, *Safety*; and administrative procedure 4:175-API, *Criminal Offender Notification Laws; Screening.*

18 105 ILCS 5/ 24-25; 115 ILCS 5/3(c), added by P.A. 101-620. If a provision contained in a collective bargaining agreement addresses this issue, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees whose collective bargaining agreement does not address this subject, the policy should reflect the board's current practice.

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or 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. Amend the language to reflect what is recommended by the board attorney.

The School Code permits bargaining representatives to meet with employees during *duty-free time* upon notice to the school office. The Ill. Educational Labor Relations Act, amended by P.A. 101-620, expanded the rights of access by bargaining representatives to also include meeting with employees during the employee work day if the meeting: (1) is to investigate and discuss grievances and workplace-related complaints (no time limit is specified) or (2) is with a newly hired employee within the first two weeks of employment (or on a later date if mutually agreed upon by the employee and bargaining representative) for one hour or less. In those circumstances, the district may not dock employee pay or charge leave time. 115 ILCS 5/3(c). However, the access must be *reasonable* and "shall at all times be conducted in a manner so as not to impede normal operations." *Id.* Consult the board attorney for guidance regarding specific requests and whether, if granted, they would impede normal operations, e.g., requests for access to staff while they are performing instructional or supervisory duties. Determining whether normal operations are impeded will likely depend upon the position and duties of the employee in the district.

## Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act.<sup>19</sup> The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.<sup>20</sup>

## Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain: <sup>21</sup>

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.<sup>22</sup>

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

<sup>19</sup> Id.

<sup>20</sup> See Nuding v. Cerro Gordo Comm. Unit Sch. Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High Sch. Dist., 302 Ill.App.3d 1070 (5th Dist. 1999) (105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

<sup>21</sup> Id. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both *school events* and *meetings*. The court in Nuding (see f/n 20, above) did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

For boards that wish to narrow the policy text to mirror 105 ILCS 5/24-24, delete the following text from the subhead and the first sentence of the policy:

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board.

Consult the board attorney before deleting the above text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9).

If, however, the violator is not a student, the hearing must be held in an open session.

<sup>22</sup> The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).  
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.  
105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, 5/24-25, and 5/27-23.7(a).  
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
410 ILCS 705/, Cannabis Tax and Regulation Act.  
720 ILCS 5/11-9.3.

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

REVISED: ~~01.30.2017; 01.27.2020~~

## Community Relations

### Gifts to the District -1

The School Board ~~accepts~~ appreciates gifts from any education foundation ~~or~~ 2 other ~~entity~~ entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or ~~individual, provided~~, if less than \$500.00 in value, the Superintendent or designee.<sup>3</sup> Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt. 4
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift ~~can~~ to be used in a manner compatible with the Board's educational objectives and policies. ~~While the Board encourages unrestricted gifts,~~
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities. 5
4. Permit the District to maintain resource equity among its learning centers. 6
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations ~~to fund specific projects are acceptable if~~ involving the project ~~is approved by~~ incorporation of messages into or placing messages upon school property. 7

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

<sup>1</sup> State and federal law control this policy's content. 105 ILCS 5/16-1 grants authority to school boards to accept and manage gifts. Specifying the criteria for gifts in the board policy provides important information to potential donors and promotes a common understanding, uniform treatment, and adherence to legal requirements. Any gift to a school district or attendance center becomes district property to be "held, managed, improved, invested or disposed of by such board in such manner as the board, in its discretion, sees fit..." Id. When a donor expresses an intention that a gift be used for a certain purpose, the board must "promote and carry into effect" that intention until the "board determines in its discretion that it is no longer possible, practical or prudent to do so." Id.

<sup>2</sup> An education foundation can be an effective tool for collecting and donating financial and non-financial resources to a school district. An education foundation is a separate entity from the school district. In order to be exempt from federal income taxes and allow donors to deduct their donations, it must be organized as a tax-exempt organization, such as, under Section 501(c)(3) of the Internal Revenue Code.

<sup>3</sup> The board may remove or amend the value of a gift that the superintendent or designee is permitted to accept.

<sup>4</sup> Well-intentioned people can raise funds in a variety of ways, e.g., putting donation jars in retail establishments, 50/50 drawings, and websites designed for fundraising like *GoFundMe*. Addressing fundraising by individuals in policy allows the board to manage donations and minimize liability in a manner consistent with its policies and legal requirements.

<sup>5</sup> 20 U.S.C. §1681 et seq., Title IX of the Education Amendments, implemented by 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. See *Title IX Resource Guide*, U.S. Dept. of Education Office for Civil Rights (April 2015), at: [www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf).

<sup>6</sup> See policy 6:210, *Instructional Materials*.

6. Comply with all laws applicable to the Board. All District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts received become the School District's property. District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift. 8

LEGAL REF.:— 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106. 105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

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7 The U.S. Constitution's Free Speech, Establishment, and Equal Protection Clauses may be triggered when a donation comes with a message. Contact the board attorney for assistance. The second sentence is optional. Soliciting or receiving donor messages raises many complex legal and practical issues. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate against groups or individuals on the basis of their viewpoints. For more detailed explanations of viewpoint-neutrality and forum issues, see f/n 1 in policy 8:20, *Community Use of School Facilities*, and f/n 1 in policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*.

A publicized procedure for reviewing donor messages according to pre-established viewpoint-neutral guidelines may limit misunderstandings or disputes with donors or other members of the public. Each board may want to discuss with the superintendent what expectations exist based upon the scope and scale of the donor message project, so that the superintendent can manage the expectations in the procedure. Consult the board attorney to assist with this process. Lastly, posting disclaimers informing members of the public that the donor messages incorporated into school property or placed upon school property are the personal expressions of individual donors and not the district's may avoid Establishment Clause arguments. For a more detailed discussion of the issues pertaining to excluding donor messages on school property and implementing procedures to review donor messages, see f/n 5 in policy 7:325, *Student Fundraising Activities*.

8 Examples of ways to recognize a gift include a letter of appreciation, mentioning the gift on the district or school website or publication, a shout-out at a public event, and a recognition plaque.

## Community Relations

### Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern ~~at any District or School office.~~ by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals.<sup>1</sup> All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5), III. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (*Access to Electronic Networks*), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

REVISED: ~~03.09.15; 01.30.2017~~

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<sup>1</sup> The III. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. See policy 6:235, *Access to Electronic Networks*, at f/n 6 for additional discussion. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue.

8. **School Recognition**

9. **Board Member Report(s) / Future Agenda Items**

10. **Public Comments:** Related to the discussion and/or actions of the board on the above agenda items, for and welcome comments and suggestions from the public.

11. **Announcements:**

Educational Focus Board Meeting: February 22, 2021, District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Regular Business Board Meeting: March 8, 2021, District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

12. **Closed Session Meeting**

A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).

B. 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)

C. 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.

13. **Reconvene Into Open Meeting**

14. **Roll Call**

15. **Action Necessitated by Closed Session**

16. **Adjournment**

## District 88 Strategic Plan

Addison Trail High School, Willowbrook High School and DuPage High School District 88 will:

**Goal 1:** Develop plans to improve student performance, close the achievement gap and actively monitor the acquisition of college, career and cultural readiness skills.

**Goal 2:** Focus on learning programs aligned to local, state and national standards, incorporating critical thinking, applied learning, interdisciplinary curriculum, authentic career-connected programs and digital learning initiatives.

**Goal 3:** Provide time and resources for ongoing professional growth and development programs that focus on learning standards, diverse learners, assessment and data practices, instructional strategies, social-emotional learning and culturally responsive teaching.

**Goal 4:** Create inclusive school-community partnerships that develop life skills, foster social-emotional development, promote overall personal well-being and embrace learning and activity before, during and after school hours.