McLean County Unit District No. 5
Board of Education Regular Meeting Agenda

Wednesday, July 19, 2023
Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm)
Normal West High School
501 N Parkside Rd
Normal, IL 61761

1. **CALL TO ORDER AND ROLL CALL**
2. **ADJOURN TO CLOSED SESSION(5:15p.m.)**

Recommended motion: Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:
•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and
•2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and
•2(c)(9) Student disciplinary cases and
•2(c)(10) The placement of individual students in special education programs and other matters relating to individual students and
•2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

3. **RECESS**
4. **RETURN TO PUBLIC SESSION**
5. **PLEDGE OF ALLEGIANCE**
6. **FOCUS ON STUDENTS AND GOOD NEWS REPORTS**
   - A **Staff Introductions**
   - B **Good News - Unit 5 Education Foundation Scholarship - Eugene Field**
7. **SUPERINTENDENT COMMENTS**
8. **PUBLIC COMMENTS**
9. **REPORTS**
   - A **1st Reading of Board Policies, Administrative Procedures and Exhibits**
     - 1 **Section 2: Board of Education**
       - a. Policy 2.110 Qualifications, Term, and Duties of Board Officers 3
       - b. Exhibit 2.250-E2 Immediately Available District Public Records and Web-Posted Reports and Records 6
     - 2 **Section 4: Operational Services**
       - a. Policy 4.60 Purchases and Contracts 15
       - b. Administrative Procedure 4.60-AP1 Purchases 18
       - c. Administrative Procedure 4.60-AP3 Criminal History Records Check of Contractor Employees 23
       - d. Administrative Procedure 4.60-AP4 Sexual Misconduct Related Employment History Review 26
     - 3 **Section 5: Personnel**
       - a. Policy 5.30 Hiring Process and Criteria 31
       - b. Policy 5.90 Abused and Neglected Child Reporting Approved 34
       - c. Policy 5.125 Personal Technology and Social Media 37
       - d. Policy 5.150 Personnel Records 40
       - e. Administrative Procedure 5.30-AP2 Investigations 42

f. Administrative Procedure 5.30-AP3 Sexual Misconduct Related Employment History Review (EHR) 49
g. Administrative Procedure 5.150-AP1 Personnel Records 52
4 **Section 6: Instruction**
a. Administrative Procedure 6.230-AP1 IMC Collection Development 57
5 **Section 7: Students**
a. Administrative Procedure 7.270-AP1 Dispensing Medication 60
b. Exhibit 7.270-E2 Request for Authorized School Personnel to Perform a Medical Procedure 66
c. Exhibit 7.270-E4 Individualized Health Care Action Plan 69
d. Exhibit 7.285-E1 Food Allergy & Anaphylaxis Emergency Care Plan 70
B **Requests for Information Pursuant to the Illinois Freedom of Information Act**
The District has received and processed the following requests for information:
1 FOIA List 07.19.23 72
10. **ACTION**
A **Approve the 2023-2027 Unit Five Education Association (UFEA) Contract** **73**
B **Approve the 2023-2027 Unit Five Support Professionals Association (UFSPA) Contract** **168**
C **Approve Superintendent's Contract** **225**
D **Approve Settlement Agreement and Release with LaNell Greenberg** **237**
11. **CONSENT AGENDA**
A **Approval of Minutes**
Minutes are not released for public viewing until approved by the Board of Education
1 Regular Session 06.21.23
2 Closed Session 06.21.23
B **Personnel Matters** **244**
C **Payment of Bills and Payrolls**
1 Bills & Payroll Reports 250
D **Approve Use Of Open Attendance Area 6** **278**
E **Approve Wages and Benefits for Specific Classes of Employees for the 2023-24 School Year** **283**
F **Resolution of the Board of Education Community Unit School District No. 5, McLean and Woodford Counties, Illinois Authorizing Interfund Loans From Fund Reserves to Other Funds** **286**
G **Resolution of the Board of Education Community Unit School District No. 5, McLean and Woodford Counties, Illinois Authorizing Interfund Loans From Working Cash Fund to Other Funds** **287**
H **Appoint M. Curt Richardson as Expulsion Hearing and Suspension Review Officer for the District for the Period of July 20, 2023 to June 30, 2024**
I **Approve 2023-24 Early Learning, Elementary, Junior High and High School Handbooks** **288**
J **Approve School Messenger** **607**
K **Approve Overnight Trip Requests** **608**
L **Approve Donation to the District** **609**
12. **BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS**
13. **ADJOURNMENT**

Qualifications, Term, and Duties of Board Officers

The Board officers are: President, Vice President, Secretary**,** and Treasurer (who is not a member of the Board). These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a 1-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content ~~and preside at all meetings~~;
3. Make all Board committee appointments, subject to Board approval;
4. Attend and observe any Board committee meeting at the President's discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. ~~5~~Call special meetings of the Board;
8. ~~6~~, Serve as or appoint a designee to serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. ~~7~~Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. ~~8~~Administer the oath of office to new Board members;
11. ~~9~~Serve as~~,~~ or appoint a designee to serve~~,~~ as the Board's official spokesperson to the media;
12. ~~10~~Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
13. ~~11~~Ensure that ~~the~~ all fingerprint-based criminal history records information checks, ~~and/or~~ screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and Board ~~policy~~ Policy 5.30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all meetings in a manner equal to all other Board members.

The Vice President fills a vacancy in the ~~presidency~~Presidency.

Vice President

The Board elects a Vice President from its members for a 1-year term.

The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary from its members for a 1-year term.

The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election ~~authority~~ official for the District;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board Policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a Secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Clerk of the Board

The Clerk of the Board, who is a staff member, is appointed annually by the Board and renders ~~his or her~~ services as necessitated by Board activity. The Clerk shall:

1. Assist the Secretary by taking the minutes for all open Board Meetings;
2. Assemble Board meeting material and provide it along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Clerk of the Board or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be appointed annually prior to the fiscal year and be a non-Board member who renders his or her services as necessitated by Board activity.

The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees;
3. Have a financial background or related experience, or 12 credit hours of college-level accounting;
4. Furnish a bond, which shall be approved by a majority of the full Board;
5. Maintain custody of District funds;
6. Maintain records of District funds and balances;

7. Prepare a monthly reconciliation report for the Superintendent and Board;
8. Receive, hold, and expend District funds only upon the order of the Board; and
9. Perform those duties in Section 8-17 of ~~The~~ the School Code.

In the event of absence from the District by the Treasurer, the Secretary or President of the Board shall be automatically empowered to sign checks.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: ~~5 ILCS 120/7 and 420/4A-106.~~
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, ~~and~~ 5/17-1, 5/21B-85, and 5/22-94.
5 ILCS 120/7, Open Meetings Act
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2.80 (Board Member Oath and Conduct), 2.105 (Ethics and Gift Ban), 2.150 (Committees), 2.210 (Organizational School Board Meeting), 2.220 (School Board Meeting Procedure), 5.30 (Hiring Process and Criteria)

Adopted: August 9, 1995
Reviewed: ~~January 2022~~July 2023
Amended: March 9, 2022

Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked (*) are posted on the District's website and may be inspected, downloaded, printed, and/or copied. Any asterisked (*) public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
* Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year * Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded * Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded	5 ILCS 120/2.02.
* Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days	5 ILCS 120/2.06(b).
* Description of the District and its records including: ▪ Summary of the District's purpose ▪ Functional subdivisions ▪ Total amount of operating budget ▪ Number and location of all of its separate offices ▪ Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs) ▪ Identification and membership of the Board ▪ Brief description of the methods whereby the public may request information and public records ▪ Directory information for the Freedom of Information Officer ▪ Address where requests for public records should be directed	5 ILCS 140/4. The District must prominently post the list at each administrative office and make it available for inspection and copying.

Web-posted records and information	Web-posting statutory reference and special instructions
▪ Fees	
* A hyperlink to an email address(es) for members of the public to communicate with members of the Board	50 ILCS 205/20. The hyperlink must be easily accessible from the District's home page.
Annual budget for current fiscal year, itemized by receipts and expenditures	105 ILCS 5/17-1.2. This may be accomplished using Ill. State Board of Education (ISBE) *School District Budget Form* (50-36) or the summary pages from it. The District must notify its students' parents/guardians when the budget is web-posted along with its website address.
* District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by October 31 of each year, unless otherwise provided by law)	105 ILCS 5/10-17a, amended by P.A.s ~~101-68, 101-654,~~ 102-16, 102-294, 102-539, and 102-594. Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them 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. The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.
* A list of all contracts in excess of $25,000 and any contracts with an exclusive bargaining representative	105 ILCS 5/10-20.44. There is no statutory timeline for web posting. Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before December 1, the District must submit to ISBE

Web-posted records and information	Web-posting statutory reference and special instructions
	an annual report on all contracts over $25,000 awarded during the previous fiscal year.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by December 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
* Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year.	105 ILCS 5/17-1.1, amended by P.A. 102-1088. The report must be: (1) Approved by the Board at an open meeting that allows for public comments, and (2) Primarily in checklist form and approximately one page in length.
Beginning in levy year 2022, if the District has an aggregate property tax levy greater than $5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District: 1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned; 2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and 3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See www.sba.gov/federal-contracting/contracting-guide/size-standards).	35 ILCS 200/18-50.2, added by P.A. 102-265. The law does not define electronically publish; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.
* Explanation of the data elements of covered information that the District	105 ILCS 85/27(a)(1)~~, added by P.A. 101-516~~.

Web-posted records and information	Web-posting statutory reference and special instructions
collects, maintains, or discloses to any person, entity, third party, or governmental agency. * A description of the procedures that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3) ~~added by P.A. 101-516~~, including the right to: 1. Inspect and review their child's covered information 2. Request a paper or electronic copy of their child's covered information 3. Request corrections for factual inaccuracies contained in their child's covered information.	The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information. The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.
* A list of operators with whom the District has written agreements and the following for each operator: 1. Copy of the agreement 2. Business address 3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors	105 ILCS 85/27(a)(2) & (3)~~, added by P.A. 101-516~~. The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c)~~, added by P.A. 101-516~~. This list must also be updated by Jan. 31 and July 31 each year, as needed.
* A list of breaches of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include: 1. Number of students whose covered information was involved in the breach, unless the breach involved personal information as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed 2. Date, estimated date, or estimated date range of the breach	105 ILCS 85/27(a)(5)~~, added by P.A. 101-516~~. The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted.

Web-posted records and information	Web-posting statutory reference and special instructions
3. Name of the operator, if applicable	
* *Board Policy 7.180 Prevention of and Response to Bullying, Intimidation, and Harassment* * Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness	105 ILCS 5/27-23.7(b)(10) & (11).
* Contact information for the District's Title IX Coordinator(s) and Board policies 2:260, Uniform Grievance Procedure; and 2:265, Title IX Sexual Harassment Grievance Procedure	34 C.F.R. §106.8.
* Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators	34 C.F.R. §106.45(b)(10)(i)(D). Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials be publicly available "so that a district's approach to training Title IX personnel may be transparently viewed by the [district's] educational community and the public, including for the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations." 85 Fed. Reg. 30254. Consult the board attorney regarding this requirement; making training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the potential for intellectual property violations, suggesting that districts either "secure permission from the consultant to publish the training materials" or create their own training materials. 85 Fed. Reg. 30412.
* Board policy 7:20, Harassment of Students Prohibited, and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69~~, added by P.A. 101-418~~. The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.
* *Board Policy 7.290 Suicide and Depression Awareness and Prevention*	105 ILCS 5/2-3.166, amended by P.A. 102-267.
* Contact information for the National Suicide Prevention Lifeline (1-800-273-8255) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students	105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813.

Web-posted records and information	Web-posting statutory reference and special instructions
* Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); *benefits* includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements.	105 ILCS 5/10-20.47. Annually on or before October 1: (1) the information must be presented at a regular Board meeting and posted on the District's website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
* All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public	105 ILCS 5/10-21.3. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See policy 7:30, Student Assignment and Intra-District Transfer.
* Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position	40 ILCS 5/16-150.1, amended by P.A. 102-440. The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2024.
* Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination	50 ILCS 205/3c, amended by P.A. 100-1040. Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved. **NOTE:** The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895, eff. 1-1-19, prohibits an employee of a school district with contract provisions from receiving any severance if he or she is fired for *misconduct* by the board, which includes sexual harassment and/or discrimination. Id. at

Web-posted records and information	Web-posting statutory reference and special instructions
	415/5. For more discussion about the reconciling these laws, see f/n 6 in policy 2:260, *Uniform Grievance Procedure.*
* As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds $75,000 per year; *total compensation package* means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	5 ILCS 120/7.3. The report must be posted within six business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information. The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.
* As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess of $150,000 per year; *total compensation package* means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted. **NOTE ~** *As of 10/1/15, a response has not yet been received from the Illinois Attorney General's office to a request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.*	5 ILCS 120/7.3. The report must be posted at least six days before the District approves an employee's total compensation package that is equal to or in excess of $150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.
* As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information	40 ILCS 5/7-135.5~~, added by P.A. 101-504~~.
* Board policy 5.120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest	105 ILCS 5/22-85.5(e), added by P.A. 102-676.

Web-posted records and information	Web-posting statutory reference and special instructions
A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)	105 ILCS 5/27-23.6(c).
The total number of personnel with a school support personnel endorsement, and for each endorsement area: 1. Those actively employed by the District on a full-time basis; 2. Those actively employed by the District on a part-time basis; and 3. Those actively employed by a special education cooperative providing services to students in the District	105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813. Annually by Dec. 1st, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.
The total number of students enrolled in the District and of that total, the number of students with an individualized education program or Section 504 plan	105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813. Annually by Dec. 1st, the District must report its enrollment information as of Oct. 1 to ISBE and web-post it.
* Names of Board members who have completed professional development leadership training	105 ILCS 5/10-16a, amended by P.A. 102-638, ~~eff. 1-1-23~~ requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities. 5 ILCS 120/1.0(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board. 105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.
Immunization data reported to ISBE by each November 15	105 ILCS 5/27-8.1(6). By December 1, the District must annually make the immunization *data* that it must report to ISBE each year publicly available. The data,

Web-posted records and information	Web-posting statutory reference and special instructions
	not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.
Information on mental health issues and local treatment resources	The Ill. House of Representatives encouraged this in HR 478 (99th General Assembly, 5/31/15)
All reliable assessments, scored by entities other than the District, that are administered in each of the District's schools	105 ILCS 5/22-82(b). These must be made available to parents and/or guardians through the District's website or paper handouts.
* The District's Remote and/or Blended Remote Learning Day Plan, when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7.	105 ILCS 5/10-30(6), added by P.A. 101-643.
* If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials	105 ILCS 5/27-9.1a, added by P.A. 102-522.
* Board policy 6:135, Accelerated Placement Program	23 Ill. Admin. Code §227.60(a).
* Board policy 7.70, *Attendance and Truancy*	23 Ill. Admin. Code §207.20(b).

Purchases and Contracts

The Superintendent or designee shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Attorney for the District shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.

2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4.150*, Facility Management and Building Programs*.

3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.

4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.

5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of:

   (1) each vendor, product, or service provided,

   (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and

   (3) how the revenue was used and to whom the non-monetary remuneration was distributed.

   The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and *Board policy 4.70, Resource Conversation*.

8. Each contractor with the District is bound by each of the following:

   a. In accordance with 105 ILCS 5/10-21.9(f):

      (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s);

      (2) prohibits any of the contractor's employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and

      (3) require each of its employees who will have direct, daily contact at a District school or school-related activity with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

   b. In accordance with 105 ILCS 5/22-94:

      (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose;

      (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR;

      (3) maintain all records of EHRs and provide the District access to such records upon request; and

      (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).

   c. In accordance with 105 ILCS 5/24-5:

      (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease ~~if the employee will have direct, daily contact with one or more student(s)~~; and

      (2) require any new or existing employee who ~~has and will have direct, daily contact with one or more~~provides services to student~~(s)~~ or in schools to complete additional health examinations as required by the District and be subject to additional health examinations as required by the District and be

subject to additional health examinations, including tuberculosis screening, as required by the Illinois ~~Department~~ Dept. of Public Health rules or order of a local health official.

9. ~~After January 1, 2023, a~~Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Superintendent or designee shall:

(1) execute the reporting and website posting mandates in State law concerning District contracts, and

(2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., 5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2.100 (Board Member Conflict of Interest), 4.70 (Resource Conservation), 4.150 (Facility Management and Building Programs), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child Reporting)

Adopted: September 16, 1968
Reviewed: ~~January 2022~~July 2023
Amended: March 9, 2022

Administrative Procedure - Purchases

The Attorney for the District should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Requirements for Purchases and Contracts

A Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.

1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent or designee.

2. Illinois Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):

   a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.

   b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.

3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act. "Contractor" is defined in the Illinois Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for specific performance under a contract of $5,000 or more."

4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS5/28A of the *School Code*), may be considered as a bid. 105 ILCS 5/10-20.21(d).

5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.

6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by Administrative Procedure 2.170-AP1*, Qualification Based Selection*.

7. A list must be posted on the District's website, if any, of all contracts in excess of $25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).

8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and ~~agree to~~:

(a) not allow any of its employees to have direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c);

(b) prohibit any of its employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;

(c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and

(d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See Administrative Procedure 4.60-AP3*, Criminal History Records Check of Contractor Employees.*

9. For each position involving direct contact with children or students, each contractor must perform sexual misconduct related employment history reviews (EHRs) of its employees as required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, and:

(a) prohibit any of its employees from having direct contact with children or students if the contractor has not performed an EHR;

(b) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by an HER, and prohibit any such employee from having direct contact with children or students;

(c) immediately inform the District of any instances of sexual misconduct involving an employee as provided in 105 ILCS 5/22-94(j)(3);

(d) prohibit any of its employees from having direct contact with children or students if the District objects to the employee's assignment after being informed of an instance of sexual misconduct;

(e) maintain all records of EHRs and provide copies of such records upon the District's request; and

(f) not enter into any agreements prohibited by 105 ILCS 5/22-94(g). See 4.60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees.

10. Each contractor with the District must comply with 105 ILCS 5/24-5 and ~~agree~~:

(a) concerning each new employee who will provide services to students or in school~~have direct, daily contact with one or more student(s)~~, ~~to~~ provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and

(b) ~~to~~ require any new or existing employee who provides services to students or in schools~~has and will have direct, daily contact with one or more student(s)~~ to complete additional health examinations as required by the District and be subject to additional

health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

~~10~~11. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).

~~11~~12. ~~After 1-1-23, a~~Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.

B. To the extent feasible, the following govern all purchases, and/or the award of contracts for, supplies, materials or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of $25,000 or less, or (b) in an emergency, an expenditure in excess of $25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the Board must approve an emergency expenditure in excess of $25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).

1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.

2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.

C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of $25,000 for purchase of supplies, and materials, or work. 105 ILCS 5/10-20.21(a).

1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
   a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
   b. Printing of finance committee reports and departmental reports;
   c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
   d. Perishable foods and perishable beverages;
   e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
   f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
   g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
   h. Duplicating machines and supplies;

i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;
j. Equipment previously owned by some entity other than the District itself;
k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
l. Goods or services procured from another governmental agency;
m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A;
p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price; and
q. Goods, services, or management in the operation of a school's food service, including a school that participates in any of the U.S. Dept. of Agriculture's (USDA) child nutrition programs if a good faith effort is made on behalf of the District to give preference to contracts that: (a) procure food that promotes the health and well-being of students, in compliance with USDA nutrition standards for school meals, and contracts should also promote the production of scratch-made, minimally processed foods; (b) give a preference to State or regional suppliers that source local food products; (c) utilize producers that adopt hormone and pest management practices recommended by the USDA; (d) give a preference to food suppliers that value animal welfare; and (e) increase opportunities for businesses owned and operated by minorities, women, or persons with disabilities.

   When this exemption applies, the bidder shall submit to the District at the time of the bid, to the best of the bidder's ability, and annually thereafter during the term of the contract, the food supplier data required in this Section q. The food supplier data shall also include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the bidder is to supply.

2. Competitive bidding process:
   a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District. 105 ILCS 5/10-20.21(a).
   b. The following information should be included in the advertisement for bids:
      1) A description of the materials, supplies or work involved;
      2) Completion or delivery date requirements;
      3) Requirements for bids, bonds, and/or deposits;
      4) Requirements for performance, labor, and material payment bonds;
      5) Date, time, and place of the bid opening;
      6) The approximate time period between the opening of bids and the award of the contract; and
      7) Any other useful information.
   c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
   d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a)

e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). With the exception of bids for construction purposes, bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
   1) On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
   2) The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.

f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).

g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.

3. Following the opening of bids, the Superintendent or designee (and Attorney for the District, if needed) determines the lowest responsible bidder and verify the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent or designee recommends a bidder other than the lowest bidder, the Superintendent or designee must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act. 30 ILCS 525/.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, 5/22-94, and 5/24-5.
30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act.
50 ILCS 510/, Local Government Professional Services Selection Act.
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

Administrative Procedure – Criminal History Records Check of Contractor Employees

Use this procedure to implement the *complete criminal history records check* referenced in 5.30-AP2, *Investigations*, that is required when an employee of a contractor will have direct, daily contact with one or more students.

Actor	Action
Firm Contracting with the District, referred to herein as "contractor"	▪ Prohibit any of the contractor's employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), ~~both~~ amended by P.A. ~~101-531~~102-552. ▪ Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. ▪ Requires each employee who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. 105 ILC 5/10-21.9(f). ▪ Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s). ▪ Follows 4.60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor's employees will have *direct contact with children or students*, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.
Superintendent or designee	~~▪~~ To ensure that a contractor complies with the fingerprint-based criminal history records check under 105 ILCS 5/10-21.9, may ~~Requires~~ require the following ~~paragraph~~ sample language or similar language be included in each contract with any firm whenever any employee of the firm will have direct, daily contact at a District school or school-related activity with one or more students. ▪ The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the ~~Illinois~~ Ill. Sex Offender Registry or the ~~Illinois~~ Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employees sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact at a District school or school-related activity with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for

Actor	Action
	the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact at a District school or school-related activity with one or more students is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. ▪ Completes the required forms to request a fingerprint-based criminal history record check on each contractor's employee who will have direct, daily contact at a District school or school-related activity with one or more students. 105 ILCS 5/10-21.9(f). See Administrative *Procedure 5.30-AP2, Investigations*. Screens the individual's name and address against the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the Ill. State Police, ~~www.isp.state.il.us/cmvo/~~www.isp.illinois.gov/MVOAY/Disclaimer. The fingerprint-based criminal history records check and two registry screens constitute the complete criminal history background check that must be conducted under 105 ILCS 5/10-21.9(f), as described in 5.30-AP2, *Investigations*. ▪ Whenever a contractor sends an employee who will have direct, daily contact at a District school or school-related activity with a student(s) to the District for the first time, **ASKS** the contractor: 1. Will this employee be assigned to more than one school district? **IF YES**, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f). 2. Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? **IF YES**, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(~~h~~f-5). **NOTE**: State law does not define "within the last year." ▪ Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, **FIRST** determines if the District conducted the check within the last year. **IF YES**, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(h). **NOTE**: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its

Actor	Action
	reasonable actions taken in reliance on the individual's Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete. Follows 4.60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, if the contractor's employees will have *direct contact with children or students*, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

~~Cross Reference and Resource~~

~~1. ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.~~
~~2. **Fingerprint-based Criminal History Records Information Check** subhead in *Administrative Procedure 5.30-AP2, Investigations.*~~

Administrative Procedure – Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees (NEW)

Use this procedure to implement the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94 when an employee of a contractor will have direct contact with children or students. A copy of this procedure may be provided to a contractor to inform or remind the contractor of its legal obligations.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

EHR of Contractor Employees

Actor	Action
Contractor	At the time of initial hiring of an employee or prior to the assignment of an employee to perform work involving *direct contact with children or students*, conducts an EHR of the employee, in accordance with 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, specifically: Provides the employee with: (a) a *Sexual Misconduct Disclosure* form, using the Ill. State Board of Education's (ISBE) *Sexual Misconduct Disclosure Template for Applicant* at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (b) copies of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form, using ISBE's *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template* at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the applicant to complete for each current employer and for each former employer where the applicant worked in direct contact with children or students. The Contractor cannot hire an applicant for a position involving direct contact with children or students

Actor	Action
	who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23). Reviews the applicant's completed *Sexual Misconduct Disclosure* form and *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s). Provides to all employers identified by the applicant in Section 3 of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form a copy of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The employer(s) must return the completed form(s) to the Contractor within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt. Informs the District of any instance known to the Contractor in which the employee: (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. 105 ILCS 5/22-94(j)(3)(A-C), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Business Manager, or designee	Confirms that the Contractor has performed or will perform an EHR for each of its employees who will perform work involving direct contact with children or students. The EHR remains valid as long as the employee remains employed by Contractor, even if the employee is assigned to perform work for another school. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23. To ensure the EHR is performed, may require the following sample language or similar language be included in each contract with the Contractor: Either at the time of initial hiring or prior to assigning any employee to perform work in the District involving direct contact with children or students, the Contractor will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time. Notwithstanding the foregoing, if Contractor is furnishing

Actor	Action
	substitute staffing services, Contractor shall perform the EHR upon initial hiring of the substitute employee. In performing the EHR, the Contractor agrees it will provide the employee with: (1) a *Sexual Misconduct Disclosure* form, using the Ill. State Board of Education's (ISBE) *Sexual Misconduct Disclosure Template for Applicant* at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form, using ISBE's *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template* at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Contractor shall provide to all employers identified by the employee in Section 3 of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form a copy of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Contractor will instruct the identified employer(s) to return the completed form(s) to the Contractor within 20 calendar days after receipt. The Contractor shall immediately inform the District of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Contractor shall maintain all records of EHRs and upon the District's request shall provide the District with access to and copies of records pertaining to the EHRs of Contractor employees. The Contractor shall not send to any school building or other District property: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR, or (3) any employee to whom the District objects after the Contractor informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a "contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false." For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Contractor agrees it will not enter into any collective bargaining agreement,

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	employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Contractor to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Contractor to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Contractor, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated. Whenever a Contractor sends an employee who will have direct contact with children or students to the District for the first time, requests that the Contractor provide the District with copies of the records pertaining to the EHR of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3).

Following the EHR of Contractor Employees

Actor	Action
Contractor	Maintains records documenting EHRs as required by law and upon the District's request, provides the District access to records pertaining to the employment history reviews of employees. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23. Prohibits the assignment of an employee to a position at the District involving direct contact with children or students if: (1) the employee does not provide the information required by 105 ILCS 5/22-94(c) or provides false information or willfully fails to disclose information required by the EHR (2) the Contractor determines the employee is unfit for the position, or (3) the District objects to the assignment after the Contractor informs it of an instance of sexual misconduct as listed in the section above. 105 ILCS 5/22-94(f) and j(4), added by P.A. 102-702, eff. 7-1-23. Disciplines, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23. As appropriate, reports responses received from an applicant's employer(s) to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. **Note:** A contractor or district that reports information or records about a current or former employee or applicant under 105 ILCS

Actor	Action
	5/22-94 is immune from criminal and civil liability for the disclosure of the information or records unless the information or records provided were knowingly false. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Business Manager, or designee	Reviews all EHR records provided by the Contractor to evaluate the employee's fitness to be assigned to work in the District. As appropriate, reports responses received from an applicant's employers to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. If a Contractor employee is alleged to have engaged in sexual misconduct with an enrolled student, ensures notice to the student and parent(s)/guardian(s) of the student is provided and the allegations are investigated in accordance with administrative procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*, see the **Notification of Alleged Sexual Misconduct** subhead. If any of the Contractor's employees will have direct, daily contact with one or more students, conducts a *complete criminal history records check* of the Contractor employees under 105 ILCS 5/10-21.9(f) by following 4:60-AP3, *Criminal History Records Check of Contractor Employees*.

General Personnel – Hiring Process and Criteria

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

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

Job Descriptions

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

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. ~~Dept. of~~ State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.

3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.

4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.

5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.

6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.

7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.

8. The District provides equal employment opportunities to all persons. See Board policy 5.10, *Equal Employment Opportunity*.

Sexual Misconduct Related Employment History Review (EHR)

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

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. The physical fitness examination and test for tuberculosis examination must be performed by a physician licensed in Illinois, or any other State, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the District.

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

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board policy 5.90, *Abused and Neglected Child Reporting.*

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act
820 ILCS 70/, Employee Credit Privacy Act.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 3.50 (Administrative Personnel Other Than the Superintendent), 4.60 (Purchases and Contracts), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.10 (Equal Employment Opportunity and Minority Recruitment), 5.40 (Communicable and Chronic Infectious Disease), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.220 (Substitute Teachers), 5.280 (Duties and Qualifications)

Adopted: August 5, 1968
Reviewed: ~~December 2021~~July 2023
Amended: February 9, 2022

General Personnel – Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall:

1) immediately report or cause a report to be made to the Illinois Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline at 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and

2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Any District employee who believes a student is in immediate danger of harm shall first call 911. The employee shall also promptly notify the Superintendent or designee or Building Principal that a report has been made. The Superintendent or designee or Building Principal shall immediately coordinate any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or designee or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or designee or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.

2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, 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.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent or designee shall execute the requirements in Board policy 5.150, *Personnel Records*, whenever another school district requests 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.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, ~~he or she~~the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, ~~and~~ 5/21B-85, 5/22-85.5, and 5/22-85.10.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2.20 (Powers and Duties of the School Board; Indemnification), 3.40 (Superintendent), 3.50 (Administrative Personnel Other Than the Superintendent), 3.60 (Administrative Responsibility of the Building Principal), 4.60 (Purchases and Contracts), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.100 (Staff Development Program), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.150 (Personnel Records), 5.200 (Terms and Conditions of Employment and Dismissal), 5.290 (Employment Termination and Suspensions), 6.120 (Education of Children with Disabilities), 6.250 (Community Resource Persons and Volunteers), 7.20 (Harassment of Students Prohibited), 7.150 (Agency and Police Interviews)

Adopted: April 23, 1997
Reviewed: ~~December 2021~~July 2023
Amended: February 9, 2022

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes – Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible ~~communication techniques through the use of~~ web-based and/or mobile technologies that allow users to ~~turn communication into~~share content and/or engage in interactive ~~dialogue~~communication through online communities. This includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter*, *Instagram, TikTok, Snapchat,* and *YouTube*.

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

Usage and Conduct

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

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5~~:~~.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest* and the employee conduct standards required by administrative procedure 5.120-AP2, *Employee Conduct Standards* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by ~~policy~~ policies 5~~:~~.20, *Workplace Harassment Prohibited*; 5~~:~~.100, *Staff Development Program*; 5~~:~~.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6~~:~~.235, *Access to Electronic Networks*; and 7~~:~~.20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Refrain from speech that interferes with their ability to perform the essential functions of their job. This includes discriminatory speech or images that interfere with the employee's duty to provide equal educational opportunities to all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy, or speech that causes or could reasonably be predicted to cause a substantial disruption to the school environment.
3. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians. A list of District-provided or supported methods of communication with students and their parents/guardians will be posted on the District website and provided annually by Building Principals to staff.
4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
5. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.

6. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting* ~~*Child Reporting*~~.
7. Not disclose ~~student record~~confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or other personally identifiable information about students) or personnel records, in compliance with policy 5~~:~~.130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
8. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
9. Use social media for personal purposes only during non-work times or hours. Use personal technology for personal purposes whenever possible during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
10. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
11. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct the Director of Human Resources to annually:
   a. Provide building staff with a copy of this policy and a list of District-provided or supported methods of communication with students and their parents/guardians.
   b. Inform building staff about the importance of maintaining high standards in their school relationships.
   c. Remind building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*. The District may require an employee or applicant to share specific content that has been reported to the District, without requesting or requiring an employee or applicant to provide a user name and password, password, or other means of authentication that provides access to an employee's or applicant's personal online account, for the purpose of:
   a. Ensuring compliance with applicable laws or regulatory requirements;
   b. Investigating an allegation, based on receipt of specific information, of the unauthorized transfer of the District's proprietary or confidential information or financial data to an employee or applicant's personal account;

c. Investigating an allegation, based on receipt of specific information, of a violation of applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
d. Prohibiting an employee from using a personal online account for business purposes; or
e. Prohibiting an employee or applicant from accessing or operating a personal online account during business hours, while on District property, while using an electronic communication device supplied by, or paid for by, the District, or while using the District's network or resources, to the extent permissible under applicable laws.

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

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act
23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educat~~i~~ors.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

General Personnel – Personnel Records

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with state and federal law and 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 or designee'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. 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*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

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. The Superintendent or designee shall:

1. 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

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.

LEGAL REF.: 20 U.S.C. §7926.
105 ILCS 5/22-94.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/1, Personnel Record Review Act.
23 Ill. Admin. Code §1.660.

Adopted: April 23, 1997
Reviewed: December 2021July 2023
Amended: February 9, 2022

CROSS REF.: 2.250 (Access to District Public Records), 5.90 (Abused and Neglected Child Reporting), 7.340 (Student Records)

Adopted: April 23, 1997
Reviewed: ~~December 2021~~July 2023
Amended: February 9, 2022

Administrative Procedure / General Personnel - Investigations

Immigration Investigations

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See: www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: ~~www2.illinois.gov/idol/Laws-Rules/legal/Pages/privacy-workplace.aspx~~https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/legal/documents/e-verification-facts-poster.pdf. See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.~~s 101-72, 101-531, and 101-643~~102-702, eff. 7-1-23)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Information (CHRI) Checks for Certified and Non-certified School Personnel* at: ~~www.isbe.net/pdf/guidance_chr.pdf~~www.isbe.net/Documents/guidance_chr.pdf.

A *complete criminal history records check* pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State ~~Dept. of~~ Police (ISP) for criminal history records information (CHRI) pursuant to the Ill. Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248),

2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and

3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth ~~Community Notification Law~~Registration Act, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.~~s 101-531 and~~ 102-552.

See also Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, and Administrative Procedure 4.175-AP1*, Criminal Offender Notification Laws; Screening*. **Important**:

20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: ~~www.isp.state.il.us/docs/5-727.pdf~~https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/background-check-guide-071817.pdf.

2. Ill. State Board of Education~~'s~~ non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g)~~, amended by P.A. 101-531~~.

Superintendent or designee - Note: *Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:

   a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.

   b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b) ~~, amended by P.A. 101-531,~~ and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete. Id.

   c. The Superintendent or designee notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e)~~, amended by P.A. 101-531~~, and:

      i. Makes a preliminary determination that the applicant will be disqualified based on a *conviction record* when: (1) the District is prohibited by 105 ILCS 5/10-

21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80, amended by P.A. 102-552; (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the employment sought or held; or (3) the employment would involve an *unreasonable risk* to property or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5)~~, added by P.A. 101-656~~. It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A)~~, added by P.A. 101-656~~.

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B)~~, added by P.A. 101-656~~. See also Ill. Dept. of Human Rights (IDHR) *Conviction Record Protection – Frequently Asked Questions* (March 2021), at: ~~www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx~~https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html.

ii. When the applicant's conviction record disqualifies him/her/them, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District's reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant's right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant's receipt of the copy of the conviction record if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2)~~, added by P.A. 101-656~~. See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.

Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act*, at: www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions.

iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the employer has for the applicant to challenge the decision or request reconsideration (this is not required); and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3)~~, added by P.A. 101-656~~. See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.

d. The Superintendent or designee, or as applicable the entity that provides background checks for public schools, notifies the State Superintendent of education in writing within 10 business days after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e)~~, amended by P.A.s 101-531 and 101-643~~.

Note: For substitute teachers, the Superintendent will need to ensure that their District performs these checks. Contact the Attorney for the District and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent ~~of Schools~~ was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g)~~, amended by P.A. 101-531~~, and Board policy 5.260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.

2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:

a. The Statewide Sex Offender Registry, ~~www.isp.state.il.us/sor~~https://isp.illinois.gov/SOR/Disclaimer, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ et seq.), and

b. The Statewide Child Murderer and Violent Offender Against Youth Registry ~~www.isp/state.il.us/cmvo/~~https://isp.illinois.gov/MVOAY/Disclaimer, as authorized by the Child Murderer and Violent Offender Against Youth ~~Community Notification Law~~Registration Act (730 ILCS 154/75-154/105).

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b)~~, amended by P.A. 101-531~~. The Superintendent or designee notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a registration for an individual licensed by ISBE. 105 ILCS 5/21.9(e)~~, amended by P.A. 101-531~~.

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note**: The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the President of the Board…". See 105 ILCS 5/10-21.9(a) and (g)~~, amended by P.A. 101-531~~, 20 ILCS 2630/3.3, establishes authority for the ISP to collect fees from the District if it wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: ~~www.isbe.net/pdf/guidance_chr.pdf~~www.isbe.net/Documents/guidance_chr.pdf).

Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the ISP and/or Statewide Sex Offender Registry for clarification purposes, or the Teachers' Retirement System of the State of Illinois (TRS) when the Board learns that a teacher has been convicted of a felony. See 105 ILCS 5/10-21.9(b)~~, amended by P.A. 101-531~~, 105 ILCS 5/21B-10, and 105 ILCS 5/21B-85, amended by P.A. 102-552.

Regional Superintendent - The Superintendent or designee may require the applicant to authorize the Regional Superintendent to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one District. The Regional Superintendent also performs a check of the Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115) and the Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A.s 101-72 and 102-552.

Contractors - The above requirements for a complete criminal history records check apply to all employees and agents of contractors who have direct, daily contact with students. 105 ILCS 5/10-21.9(f). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) ~~agree to~~

~~a contract provision~~confirm that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g)~~, amended by P.A. 101-531~~, apply to employees of contractors who have "direct, daily contact" with students. To be comprehensive and to eliminate uncertainty, this Procedure and Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks, or (2) see the employee's criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check its own insurance coverage to determine whether employees of contractors are covered. See also Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, and Administrative Procedure 4.60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors' employees, the District must provide the information to another school or school district that requests it (105 ILCS 5/10-21.9(f-5)). For more information, see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. 20 ILCS 2635/7(A)(3).

District - The District complies with 105 ILCS 5/10-21.9, amended by P.A.~~s 101-72, 101-531~~102-552 and 102-702, eff. 7-1-23, and 5/21B-80, amended by P.A.~~s 101-531 and~~ 102-552. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:

    a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

    b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 et seq., except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

    c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

    d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.

e. Any offense committed or attempted in any other State or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.

2. Has been convicted of committing or attempting to commit any one or more of the following offenses:

   a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.

   b. Attempting to commit, conspiring to commit, soliciting, or committing any offense defined in Article 9 (Homicide) of the Criminal Code of 1961 or the Criminal Code of 2012.

   c. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:

      i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;

      ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;

      iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and

      iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.

   c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.

3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Department of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs the task.

Administrative Procedure – Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees (NEW)

Prior to hiring an applicant for a position involving *direct contact with children or students*, a sexual misconduct related employment history review (EHR) must be initiated, but the District may permit the individual to be hired and begin employment pending its outcome. This applies to all permanent and temporary employment positions within a school, including substitute employees and employees of contractors. An EHR is not required for volunteers.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Initiate an EHR - The District initiates an EHR when it submits an *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s) to every current and previous employer identified by the applicant on said form(s).

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Substitute Employees

For substitute employees, the EHR is required only prior to the initial hiring of a substitute employee or placement on a school's or district's approved substitute list. A substitute employee seeking to be added to another school's or district's substitute list must undergo another EHR. An EHR conducted upon initial hiring by a contractor or any other entity that furnishes substitute staffing services, e.g., a regional office of education, satisfies the EHR requirement for all schools using that contractor's/entity's services. 105 ILCS 5/22-94(i), added by P.A. 102-702, eff. 7-1-23.

Employees of Contractors

For employees of contractors, the EHR is performed either at the time of initial hiring or prior to the employee's assignment to perform work for a school involving direct contact with children or students. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23. Contractors must maintain records documenting EHRs for all such employees and, upon the District's request, provide the District with access to the records. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23. See Board policy 4:60, *Purchases and Contracts*, administrative procedure 4:60-AP1, *Purchases*, and administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for employment history review requirements for employees of contractors who have direct contact with children or students.

Employment History Review for Direct Hires

Actor	Action
Board President	When the applicant is a superintendent candidate, ensures that either the resigning Superintendent, Human Resources Administrator, or designee initiates the EHR.
Superintendent, Human Resources Administrator, or designee	After a conditional hiring offer has been extended to an applicant for a temporary, permanent, or substitute position involving direct contact with children or students, initiates the EHR and provides the applicant with: A *Sexual Misconduct Disclosure* form, using the Ill. State Board of Education (ISBE) *Sexual Misconduct Disclosure Template for Applicant* at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf. Copies of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form, using the ISBE *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template* at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf, for the applicant to complete for each current/former employer, Instructions to complete and return all forms within [*insert number*] calendar days after receipt, and Notice that the District cannot hire an applicant who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23).
Applicant	Completes the *Sexual Misconduct Disclosure* form and *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s) and returns them to the Superintendent, Human Resources Administrator and/or designee. 105 ILCS 5/22-94(c)(3), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Human Resources Administrator, or designee	Reviews the applicant's completed *Sexual Misconduct Disclosure* form and *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s). Maintains copies of these forms in the personnel file. See policy 5:150, *Personnel Records*, and administrative procedure 5:150-AP, *Personnel Records*. Provides, to all employers identified by the applicant in Section 3 of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form: 1. A copy of the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23); and Instructions to complete the form and return it to the Superintendent, Human Resources Administrator, or designee within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt. For applicants licensed by ISBE, verifies the applicant's reported previous employers with previous employers in ISBE's Educator Licensure Information System (ELIS) to ensure accuracy. 105 ILCS 5/22-94(c)(5), added by P.A. 102-702, eff. 7-1-23.

Actor	Action
	Reviews all responses received from the applicant's employers and uses information in the responses to evaluate the applicant's fitness to be hired or for continued employment. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. May report information in the responses, as appropriate, to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. Id. **Note:** An employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. Id. Maintains the *Sexual Misconduct Disclosure* form and all responses received from the current/former employers in the personnel file. See policy 5:150, *Personnel Records*, and administrative procedure 5:150-AP, *Personnel Records*.

Administrative Procedure / General Personnel ~~-~~ Personnel Records

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment are maintained for no less than five years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records
- Form I-9 required under the Immigration Reform and Control Act
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5.35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data
- Relevant health and medical records, including the verification of freedom from tuberculosis required by *The School Code* (105 ILCS 5/24-5)
- Supervisory evaluations
- Promotions
- Awards received
- Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action
- Disciplinary actions and accompanying records
- Notice of discharge and accompanying records
- Letter of resignation or retirement
- Notification that an employee is the subject of an Ill. Department of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded.
- Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

- Valid certificate for services being performed
- Copies of official transcripts required by *The School Code* (105 ILCS 5/24-23)
- Transcripts of graduate work completed
- Verification of past teaching experience, if any
- Record of in-service work completed
- Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning:

1. activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or
2. activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9~~, amended by P.A. 101-531~~.

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least 2 times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor the employee's designated representative will have access to records that are treated as exceptions in the Illinois Personnel Record Review Act discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.

7. The employee may not remove any part of the employee's personnel records from his or her file or may not remove any part of the employee's personnel records from the District's administrative office.
8. Should the employee demonstrate the inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

Requests by Third Parties

The Attorney for the District shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer (see 2:250-AP1, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by 102-702, eff. 7-1-23.
2. 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, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A. ~~101-531~~102-702, eff. 7-1-23.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by P.A. 102-702, eff. 7-1-23.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.

Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect the employee's personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in the Abused and Neglected Child Reporting Act whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

Complying with Requirements of *Faith's Law*

The Superintendent or designee shall execute the recordkeeping requirements of *Faith's Law*. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form, using the Ill. State Board of Education *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template* at: www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf.

2. If the District is still investigating an employee for *sexual misconduct* after the employee's separation from employment, updates the information in the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form accordingly.

3. Maintains the completed *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form in the employee's personnel file.

~~1.~~4. Responds to employer requests for sexual misconduct related employment history information under *Faith's Law* by: (a) completing the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

LEGAL REF.: 5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/22-94.
325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.
820 ILCS 40/, Personnel Record Review Act
23 Ill. Admin. Code §1.660.

Adopted: February 24, 2010
Reviewed: ~~October 2022~~July 2023
Amended: December 14, 2022

Administrative Procedure - IMC Collection Development

Instructional Media Centers (IMCs) support Unit 5's mission to educate each student to achieve personal excellence. IMCs contain materials to implement, enrich, and support the curriculum and meet the individual educational, emotional, and recreational needs of students and staff.

Support for Intellectual Freedom

The IMCs of this District are guided by the principles set forth by the American Library Association and National Council of Teachers of English.

Selection Policy Objectives

- To provide students and staff with materials that enrich and support the curriculum and meet the needs of students and staff served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

Criteria for Selection

Materials shall:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewed sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent ~~differing~~ multiple viewpoints and perspectives on ~~controversial~~ global and societal issues
- ~~Provide a global perspective~~ and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and other non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies

Selection Resources

The following professional resources may include but are not limited to:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- School Library Connection
- We Need Diverse Books website

- Young Adult Library Services Association (YALSA) Best Book For Young Adults

Award lists:

- State: Monarch, Bluestem, Abraham Lincoln, Caudill
- National: Caldecott, Newbery, Printz, Coretta Scott King, Pura Belpre, Sibert, Alex

IMC Specialists:

In addition to professionally published book reviews and award lists, District IMC Specialists collaborate with their building's teachers and students, and use their training, education, and professional expertise to choose books best suited for the diverse population of students at their respective schools. IMC Specialists also select materials that support the intellectual growth, personal development, individual interests, maturity levels and recreational needs of their students.

Gifts

Gifts to the IMC shall be subject to the same criteria used through the regular selection process.

Collection Evaluation
A periodic evaluation ("weeding") of the collection will be performed to remove or replace materials that are no longer current, appropriate or useful as determined by the IMC specialist, according to the following guidelines:

- Appearance
  - Worn volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
  - Badly bound volumes: soft, pulpy paper and/or shoddy binding
  - Badly printed works
  - Books of antiquated appearance which might discourage use

- Poor Content
  - Information is dated
  - Information is inaccurate
  - Book is poorly written

- Use
  - Nonfiction: Book has not been checked out within last 10 years
  - Fiction: Book has not been checked out within last 5 years (classics excluded)

Procedure for Addressing Concerns

- Concerns should first be directed to the building ~~IMC specialist~~administrator.
- Upon receiving a concern, the ~~IMC specialist~~building administrator shall notify the ~~Building Principal~~IMC specialist. If the concern cannot be resolved in an informal ~~conference~~conversation or through initial communication, the concerned citizen will be asked to complete and return Exhibit 6.230-E1, *Request for Reconsideration of IMC Materials Form*.
- A committee ~~comprised of~~including the Building ~~Principal~~ administrator or designee, IMC specialists at the appropriate level, and ~~the Director of Education or designee~~District level administration will review the concern and make a decision regarding the material in question~~. Committee members shall complete their work~~ using these guiding principles ~~including~~:

- Libraries have diverse material reflecting ~~different points of view~~multiple viewpoints and perspectives on global and societal issues, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view and listen to library resources.
- The Library Bill of Rights and Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When a library resources are reconsidered, the principles of the freedom to read, listen and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide reading, viewing, and listening of their children, but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.

- The committee is not required to hear complaints to works that have been challenged within three years from the date of receipt of Exhibit 6.230-E1, *Request for Reconsideration of IMC Materials Form*.
- The Building ~~Principal~~ administrator or designee will contact the concerned citizen regarding the decision.
- The committee decision may be appealed via written notice to the Superintendent within one week of notification of the decision.
- The Superintendent will provide a final decision within two weeks of receipt of the appeal.
- A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the resource.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-1 et seq.

CROSS REF.: 6.80, 6.210, 6.230, 6.260, 7.10, 7.15, 8.110

ADMIN. PROC.: 6.230-E1, 6.260-AP1, 6.260-E1

Administrative Procedure ~~-~~ Dispensing Medication

Actor	Action
Parents/ Guardians	▪ Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. *Medication* includes an epinephrine injector, e.g. *EpiPen*®, and asthma inhaler medication (105 ILCS 5/22-30a), medical cannabis (105 ILCS 5/22-33(g), glucagon (105 ILCS 145/27), and any medication-required under a plan listed in 105 ILCS 5/10-22.21b(c), for a student's self-administration of medication. **For a student with diabetes**: The parent/guardian is responsible for sharing the health care provider's instructions concerning the student's diabetes management during the school day. When assistance with diabetes care has been requested for a student while at school or participating in a school sponsored activity, the student's diabetes will be managed according to a diabetes care plan. A school nurse or delegated care aide will be responsible for implementing the services and accommodations specified in a student's diabetes care plan to the extent they are not managed by the student as authorized under the student's diabetes care plan. See Care of Students with Diabetes Act, 105 ILCS 145/. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (410 ILCS 135/). **For a student with epilepsy**: The parent/guardian is responsible for sharing the health care provider's instructions. When assistance has been requested for a student with epilepsy while at school or participating in a school sponsored activity, the student's epilepsy will be managed according to a seizure action plan. A school nurse or delegated care aide will be responsible for implementing the services and accommodations specified in a student's seizure action plan to the extent they are not managed by the student as authorized under the student's seizure action plan. In accordance with the seizure action plan, a student must be permitted to possess on his or her person, at all times, the supplies, equipment, and medication necessary to treat epilepsy. See Seizure Smart School Act, 105 ILCS 150/. **For a student with asthma**: The parent/guardian is responsible for sharing the student's asthma action plan. Annually, the District shall request an asthma action plan from the parents/guardians of students with asthma via notice in the student handbook. When an asthma action plan has been provided, the student's asthma will be managed according to the plan. See 105 ILCS 5/22-30(j-5). Asthma emergencies shall be managed pursuant to the District's asthma emergency response protocol. 105 ILCS 5/22-30(j-10). A student with asthma is allowed to self-administer and self-carry asthma medication if the student's parent/guardian provide the school with: (1) written authorization for the self-administration and/or self-care of asthma medication; and (2) the prescription label containing the name of the asthma medication, the prescribed dosage, and the time at

	which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b). **For a student at risk of anaphylaxis:** The parent/guardian is responsible for completing a Student Health History Form and sharing the health care provider's instructions for students with a food or other allergy that could result in anaphylaxis. When a Food Allergy & Anaphylaxis Emergency Care Plan or Individual Health Care Plan has been provided, the student's allergy shall be managed according to the plan. Administrative Procedure 7.285-AP, *Anaphylaxis Prevention Response, and Management Program*. Anaphylaxis emergencies shall be managed pursuant to the Food Allergy Research & Education's (FARE) Food Allergy & Anaphylaxis Emergency Care Plan. A student at risk of anaphylaxis is allowed to self-administer and self-carry an epinephrine injector if the student's parent/guardian provide the school with: (1) written authorization from the student's physician, physician assistant, or advanced practice registered nurse; and (2) a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information: (A) the name and purpose of the epinephrine injector; (B) the prescribed dosage; and (C) the time or times at which or the special circumstances under which the epinephrine injector is to be administered. 105 ILCS 5/22-30(b). **For a student using medical cannabis:** The parent/guardian is responsible for providing the school with copies of the valid registry identification cards issued to their child and the child's designated caregiver as required by Ill. Dept. of Public Health. The student's parent/guardian must also ask the student's health care provider to complete Exhibit 7.270-E2 *School Medication Authorization Form – Medical Cannabis*. 105 ILCS 5/22-33(b-5). The designated caregiver shall be allowed 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. The product must be immediately removed from school premises or the school bus after administration. 105 ILCS 5/22-33(b-5). State law does not require school personnel to administer medical cannabis to students. 105 ILCS 5/22-33(b). Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. 105 ILCS 5/22-33(b-5). Product administered by a school nurse or administrator must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or an administrator. 105 ILCS 5/22-33(b-10).

	For a student self-administering medication: A student is allowed to self-administer medication, including medication required under a qualifying plan, if the student's parent/guardian and health care provider has completed and signed Exhibit 7.270-E1 *School Medication Authorization Form*. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. **For any student with a chronic illness:** If the student's health and safety are at risk if a medication or procedure is not given/performed during the school day, the medication with accompanying district forms and all equipment for the procedure with accompanying district forms MUST be on file at the school before the student may attend. See Exhibit 7.270-E3 *Request for Authorized Personnel to Perform a Procedure at School* Form. ▪ If so, ask the health care provider to complete a *School Medication Authorization Form*. **This form must be completed and given to the school before the school will store or dispense any medication, before the child may possess asthma medication or an epinephrine injector, and before a child will be allowed to self-administer any medication.** ▪ When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication outside of school hours during school-related activities, the parent/guardian must complete Exhibit 7.270-E1 *School Medication Authorization Form* requesting that the school dispense the medication to the child. ▪ If a student is on a medication indefinitely, the parent/guardian must file a new Exhibit 7.270-E1 *School Medication Authorization Form* every year. ▪ Bring the medication to the school office. If the medicine is for asthma or is an epinephrine injector, a student may keep possession of it for immediate use at the student's discretion: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property (105 ILCS 5/22-30(e)). ▪ For asthma inhalers, provide the prescription label. Bring other prescription medications to the school in the original package or appropriately labeled container. **The container shall display**: (1) Student's name; (2) Prescription number; (3) Medication name and dosage; (4) Administration route and/or other direction; (5) Date(s) and time(s) to be taken;

	(6) Licensed prescriber's name; and (7) Pharmacy name, address, and phone number. ▪ Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. ▪ At the end of the treatment regime, remove any unused medication from the school.
School Office Personnel	▪ Provide a copy of these procedures, as well as an Exhibit 7.270-E1 *School Medication Authorization Form,* to inquiring parents/guardians. ▪ Whenever a parent/guardian brings medication for a student to the office, summon the school nurse. ▪ If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed Exhibit 7.270-E1 *School Medication Authorization Form* and the medication is packaged in the appropriate container. ▪ Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible. ▪ If the school nurse is unavailable and a student is identified as having asthma, seizures, a food allergy, or diabetes, request the student's parent/guardian to share their child's asthma action plan, seizure action plan, food allergy and emergency action plan, diabetes care plan, or other qualifying plan. If the plan is provided, keep it on file in the school nurse's office. Tell the school nurse or Building Principal or designee of the receipt of the plan as soon as possible so that he/she may provide copies of it to appropriate school staff interacting with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or Individualized Education Program (IEP). 105 ILCS 5/22-30(j-5).
School Nurse	▪ Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian's responsibilities as described in this administrative procedure. ▪ If a student is identified as having asthma, seizures, a food allergy, or diabetes, request the student's parent/guardian to share their child's asthma action plan, seizure action plan, food allergy and emergency action plan, diabetes care plan, or other qualifying plan. If the plan is provided, keep it on file in the school nurse's office. Provide copies of it to appropriate school staff that interact with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or IEP. 105 ILCS 5/22-30(j-5). ▪ In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to carry and self-administer only medication for asthma or an epinephrine auto-injector. A student may also self-administer other medication dispensed by a delegated school employee. ▪ Work with a student's parent/guardian and healthcare provider to develop an emergency action plan for a student who self-administers medication in accordance with 105 ILCS 5/10-22.21b(c). The plan must include (105 ILCS 5/10-22.21b(d)): 1. A plan of action in the event a student is unable to self-administer medication, and 2. The situations in which a school must call 911.

	▪ For students at risk of anaphylaxis, follow the procedure for Individual Allergy Management in Administrative Procedure 7.285-AP, *Anaphylaxis Prevention Response, and Management Program,* which include the development of an emergency action plan. ▪ The nurse will administer medication ensuring that these 5 "**Right**s" are observed: ▪ **Right patient** (verify the name of the student receiving the medication), ▪ **Right drug** (ensure the label on the medication matches the School Medication Authorization Form), ▪ **Right dose** (verify the dose on the medication form matches the bottle), ▪ **Right route** (verify the correct route), and ▪ **Right time** (verify the correct time and call the student to the nurse's office if the student needs to be reminded). ▪ Prior to administering a medical cannabis infused product in accordance with 105 ILCS 5/22-33(b-5), annually complete the medical cannabis infused product administration training curriculum developed by the Ill. State Board of Education. 105 ILCS 5/22-33(f-5). ▪ In conjunction with the Illinois Nurse Practice Act and Exhibit 7.270-E4 *Delegation of Oral Medication to Unlicensed Assistive Personnel*, delegate the administration of oral medication when appropriate. ▪ If a medication error occurs, the nurse should immediately assess the student and respond as needed, inform the Building Principal or designee, inform the parents, and document the incident in the medication log. The Building Principal should inform the Superintendent or designee. ▪ Store the controlled medication in a locked drawer or cabinet, except as otherwise allowed by law. A student may keep possession of medication for asthma or an epinephrine injector. Medications requiring refrigeration should be refrigerated in a secure area. ▪ Plan with the student the time(s) the student should come to the nurse's office to receive medications. ▪ Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. ▪ Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber. ▪ Document whenever the medication is not administered as ordered along with the reasons. ▪ If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.
Building Principal	▪ Supervise the use of these procedures. ▪ Perform any duties described for school office personnel, as needed. ▪ Perform any duties described for school nurses, as needed. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators. 105 ILCS 5/10-22.21b(b). However, provided a *School Medication Authorization Form* has been completed and signed by the

	student's parent/guardian and healthcare provider with prescriptive authority, and the employee has agreed to and signed Exhibit 7.270-E4 *Delegation of Oral Medication to Unlicensed Assistive Personnel*, school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of medication. ▪ Make arrangements, in conjunction with the parent/guardian, supervising teachers, and non-administrative employees, for the student to receive needed medication while on a field trip or during school-related activities. ▪ For students at risk of anaphylaxis, follow the procedures for Individual Allergy Management in 7.285-AP, *Anaphylaxis Prevention, Response, and Management Program*.
Teachers or Non-administrative School Employees	▪ Dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in this procedure. Coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
105 ILCS 150/, Seizure Smart School Act
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
23 Ill. Admin. Code §1.540.

CROSS REF.: 7.270

ADMIN. PROC.: 7.270-AP2, 7.270-AP3, 7.270-E1, 7.270-E2, 7.270-AP1,E1

Exhibit – Request for Authorized School Personnel to Perform a Medical Procedure

TO THE LICENSED PRESCRIBER:

When it is necessary for a student to have a medical procedure performed for them during the school day according to the procedure on the reverse side of this order/request, the following information **must be provided**:

My patient _____ (name of student) is under my care for the management of _____ (name of condition). This condition requires _____ (name of procedure) be performed _____ times a day or every _____ hours (complete one) with a recommended schedule of: _____ (actual times)

DETAILED INSTRUCTIONS: (Please attach additional pages as needed)

_____

_____

I hereby attest that the above-named procedure cannot be performed outside of school hours without risk to the health and safety of the above-named student.

I further agree to provide any additional medical information requested to clarify the necessity of performing the above procedure during school hours in accordance with the release signed in the parent/guardian section below.

I hereby prescribe the above-named procedure to be performed according to the recommended schedule presented herein and performed by district personnel adherent to any state laws regulating the delegation of medical procedures.

Prescriber's Name (print or stamp) _____

Prescriber's Signature _____

Telephone _____ Fax _____ Date _____

PARENT/GUARDIAN:

I request that a certified school nurse or other agent acting in agreement with state laws regulating the delegation of medical procedures perform the medical procedure prescribed above for my child. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature _____

Address _____

Telephone _____ Date

~~**Exhibit – Standing Order for the Administration of School Supplied**~~

~~Epinephrine Auto-Injectors~~

~~Administration of School Supplied (Undesignated) Epinephrine Auto-Injectors for Potentially Life-Threatening Allergic Reactions (Anaphylaxis) in Individuals Pursuant to Public Act 97-0361~~

~~ISSUED TO:~~

_____
_____
~~Name of School District~~
_____
_____
~~Street Address~~
_____
_____
~~City Zip Code~~

~~STANDING ORDER:~~
~~Any Registered Nurse working within the Illinois school system (school nurse) may administer Epinephrine via an undesignated epinephrine auto-injector to a student who in the school nurse's professional judgment is experiencing a potentially life-threatening allergic reaction. The school nurse must be licensed to practice under the Nurse Practice Act, 225 ILCS 65/50-1 *et seq*.~~

~~ASSESSMENT:~~
~~The possibility of an allergic anaphylactic reaction will be considered when individuals present with any of the following symptoms, or any combination thereof:~~ ~~The sudden onset of shortness of breath, wheezing, repetitive cough, difficulty swallowing, obstructive swelling of the tongue or throat, hoarse voice, confusion, pallor, cyanosis, syncope, skin symptoms such as diffuse or patchy itching and/or wheals, or intestinal symptoms such as cramping abdominal pain and/or vomiting, or any combinations of possible allergic symptoms arising from other parts of the body, in the absence of what a health professional would consider to be a probable alternative cause.~~

~~IMPLEMENTATION AND PHYSICIAN ORDER:~~
~~The school nurse will assess the student's symptoms and history. If, in the reasonable opinion of the school nurse, a potentially life-threatening allergic reaction is likely, the school nurse will obtain the undesignated epinephrine auto-injector.~~

~~The school nurse will ask or estimate the student's body weight and administer 0.15mg epinephrine via auto-injector for body weight less than 55 lbs (25kg) or 0.3mg epinephrine via auto-injector for body weight greater than 55 lbs (25kg). The epinephrine auto-injector will be injected intramuscularly in the lateral thigh; the time of injection will be noted and the anatomical site of the injection shall be marked with a permanent marker to alert emergency services personnel of its location.~~

~~In every case, emergency services will be contacted as soon as possible using available 911 or other municipal service. The student's emergency contacts will be called.~~

~~The school nurse will monitor the student for changes in his or her symptoms and will attempt to make the person as comfortable as possible.~~

~~If the student's symptoms are not substantially relieved in 3-5 minutes, or if they recur, the school nurse may administer a second dose of epinephrine.~~

~~The school nurse will advise the emergency services personnel of the symptoms that required the use of epinephrine, the dose of epinephrine, the anatomical site of the injection, the time~~

~~administered, and any change in the symptoms or condition of the student. The used epinephrine auto-injector will be given to the emergency services personnel.~~

~~The school nurse or other school personnel will accompany the student in the ambulance if required by school policy and as permitted by the local Emergency Medical Services System protocol.~~

~~**QUALITY ASSURANCE:**~~
~~The school nurse will complete a written report detailing the name of the student, all of his/her observations, physical assessments, interventions (together with the results of such interventions), the number and dosage of epinephrine administrations, the anatomical injection sites, and time for each. The completed written report shall be signed by the school nurse and submitted to the physician signing this order and the student's primary care physician, if known, within 48 hours.~~

~~**EXPIRATION AND DISPOSAL OF UNUSED AUTO-INJECTORS:**~~
~~The school nurse shall check the expiration date located on the undesignated epinephrine auto-injectors monthly and obtain a new prescription for a replacement auto-injector prior to that expiration date.~~

~~The school nurse shall dispose of an expired unused epinephrine auto-injector in a manner consistent with current school medication policies or return to the issuing pharmacy for disposal. An inventory log shall be kept by the school nurse indicating the date of receipt of an undesignated epinephrine auto-injector and the date of administration or disposal of the auto-injector.~~

~~EFFECTIVE DATE:~~ _____

~~RENEWAL DATE (*one year from effective date*):~~ _____

~~PHYSICIAN SIGNATURE~~ _____

~~PHYSICIAN NAME (*printed*)~~ _____

~~PHYSICIAN CONTACT NUMBER:~~ _____

~~PHYSICIAN LICENSE NUMBER:~~ _____

CROSS REF.: 7.270

ADMIN. PROC.: 7.270-AP1, 7.270-AP2, 7.270-AP3

Adopted: January 9, 2013
Reviewed: ~~January 2013~~July 2023
Amended: January 23, 2013

Exhibit – Individualized Health Care Action Plan (NEW)

FOOD ALLERGY PROTOCOL

Student name:_____ Date of Birth:_____

Grade/Teacher:_____ Parent/Guardian:_____

FOOD ALLERGENS: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	**PROTOCOL:** • **Inform and educate any staff who have contact with student regarding allergy** • **Parent will turn in all completed forms to school nurse** • **Parents will provide appropriate medication i.e., Epi-pen/Benadryl for use at school** • **Peanut-free table will be provided in elementary school lunchrooms** • **Parents are responsible for notifying school bus drivers, coaches, sponsors, extra-curricular personnel associated with Unit 5 sanctioned activities, if applicable** • **Parent responsible for all foods eaten by child at school** • ***UNDERSTAND THAT UNIT 5 DOES NOT GUARANTEE ALLERGEN-FREE HOT LUNCHES***
SEE FOOD ALLERGY ACTION PLAN FOR SYMPTOMS AND APPROPRIATE ACTIONS ***CALL 911 IF EPI-PEN IS USED!*** *The Emergency Action Plan and Individual Health Care Plan will be distributed to staff on a need to know basis.*	**ADDITIONAL ACCOMODATIONS REQUESTED BY PARENT/GUARDIAN: (To be reviewed for approval by school personnel)** _____ _____ _____ _____ _____ _____ _____ _____ **For additional information:** http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm
Parent/Guardian Signature:	Date:

Exhibit – Food Allergy & Anaphylaxis Emergency Care Plan (NEW)

FARE Food Allergy Research & Education — FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

PLACE PICTURE HERE

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____

THEREFORE:

☐ If checked, give epinephrine immediately if the allergen was LIKELY eaten, for ANY symptoms.

☐ If checked, give epinephrine immediately if the allergen was DEFINITELY eaten, even if no symptoms are apparent.

FOR **ANY** OF THE FOLLOWING:

SEVERE SYMPTOMS

LUNG	HEART	THROAT	MOUTH
Shortness of breath, wheezing, repetitive cough	Pale or bluish skin, faintness, weak pulse, dizziness	Tight or hoarse throat, trouble breathing or swallowing	Significant swelling of the tongue or lips

SKIN	GUT	OTHER
Many hives over body, widespread redness	Repetitive vomiting, severe diarrhea	Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION of symptoms from different body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.

- Consider giving additional medications following epinephrine:
  - » Antihistamine
  - » Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

NOSE	MOUTH	SKIN	GUT
Itchy or runny nose, sneezing	Itchy mouth	A few hives, mild itch	Mild nausea or discomfort

FOR **MILD SYMPTOMS** FROM **MORE THAN ONE** SYSTEM AREA, GIVE EPINEPHRINE.

FOR **MILD SYMPTOMS** FROM **A SINGLE SYSTEM** AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

_____

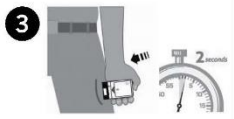
PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE DATE PHYSICIAN/HCP AUTHORIZATION SIGNATURE DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2020

FARE Food Allergy Research & Education — FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

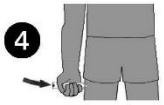
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



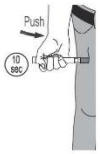
HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
3. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
4. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPI by finger grips only and slowly insert the needle into the thigh. SYMJEPI can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2020

Requests for Information Pursuant to the Illinois Freedom of Information Act
The District has received and processed the following requests for information:

1. Prairie State Wire, responded 06.26.23
2. Prairie State Wire, responded 07.07.23
3. Prairie State Wire, responded 07.07.23
4. Walz Label and Mailing, responded 07.17.23

2023
through
2027

NEGOTIATED CONTRACT

between

Board of Education
Community Unit School District No. 5
McLean and Woodford Counties, Illinois

and

Unit Five Education Association
Illinois Education Association/National Education Association

---

LANGUAGE & COMPENSATION

for

2023-2024
2024-2025
2025-2026
2026-2027

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ARTICLE I: RECOGNITION

1.1

The Board of Education hereinafter referred to as the “Board” of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, hereinafter referred to as the "District" recognizes the Unit Five Education Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative for all regularly employed personnel required to have a professional educator license, except District administrators, building administrators, and all other supervisors, managerial employees, and confidential employees as defined under the Illinois Educational Labor Relations Act.

1.2

The Board will adhere to any subsequent determination by the Illinois Educational Labor Relations Board (IELRB) concerning any of the above-named individuals.

ARTICLE II: NEGOTIATIONS PROCEDURES

2.1

Negotiations on successor agreements shall begin no later than April 1, unless the Parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by the Parties.

2.2

The Parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations, and reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

2.3

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the bargaining unit, as herein defined, and the Association shall not select a Board employee excluded from the bargaining unit.

2.4

Should either party declare impasse under the provisions of an applicable statute, the Parties shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator. Should FMCS be unavailable, the Parties shall mutually agree upon a replacement. In the event the Parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs of mediation shall be shared equally by the Association and the Board.

ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/ WAIVER OF ADDITIONAL BARGAINING

3.1

The Association recognizes that the Board has responsibilities and authority to manage and direct, on behalf of the public, all the operations and activities of the District to the full extent authorized by law and shall be limited only by the provisions of this Agreement.

3.2

Recognizing that adequate means are made available by this Agreement for the resolution of bargaining unit members' grievances and/or complaints and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor any bargaining unit member covered by this Agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this Agreement. It is understood and agreed that any bargaining unit member who violates this provision of this Agreement shall be subject to disciplinary action by the Board up to and including dismissal.

3.3

The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the Parties, and that the understandings and agreement arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives any right which might otherwise exist under law, practice, or custom to negotiate concerning any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, except only for mandatory subjects of bargaining which were clearly not within the knowledge or contemplation of either or both of the Parties at the time that they negotiated or signed this Agreement, including the impact of any new legislation. This provision shall not be interpreted as prohibiting the Parties from meeting to discuss issues of mutual concern during the term of this Agreement. The Parties shall attempt to resolve issues through collaboration.

ARTICLE IV: GRIEVANCE

4.1 Definitions

4.1.1 Grievance

A "grievance" shall mean a written complaint by a member of the bargaining unit or the Association that there has been a violation, misinterpretation, or misapplication of any provision(s) of this Agreement. The provision(s) grieved shall be so designated.

4.1.2 Day

A "day" for purposes of all time limits specified in this Article IV shall consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then time limits shall consist of all weekdays. Timelines may be extended by mutual consent. Upon the absence of a supervisor, a response may be made by a designee.

4.2 Procedures

The Parties acknowledge that a bargaining unit member and the Board may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

4.2.1 Step I

The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

4.2.2 Step II

If the grievance is not resolved at Step I, then the Association may refer the grievance to the Superintendent or designee within fifteen (15) days after receipt of the Step I answer. The Superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the Superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

4.2.3 Step III

If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the Board within thirty (30) days of the date of the Step II answer, then the grievance shall be deemed withdrawn.

If within fifteen (15) days of the filing of the demand with the Board the Parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two (2) Parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two Parties will request the American Arbitration

Association to provide a panel of seven (7) arbitrators. The Association shall strike the first name and then each of the two Parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the Parties. The arbitrator, in the opinion given, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement.

4.3 Time Limits

A grievance must be filed within ninety (90) days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the Parties and every effort shall be made to resolve the grievance as rapidly as possible.

4.4 Representation

The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

4.5 Constraints

Any investigation, or other handling or processing of any grievance by the grievant or the Association shall, if possible, be conducted during non-student contact time.

4.6 Bypass

By mutual agreement, any step of the grievance procedure may be bypassed.

4.7 Class Grievance

Class grievances involving more than one bargaining unit member or more than one supervisor and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

4.8 No Reprisals Clause

No reprisals shall be taken by the Board against any bargaining unit member because of the bargaining unit member's participation in a grievance.

4.9 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

4.10 Costs

The fees and the expenses of the arbitrator shall be shared equally by the Parties.

4.11 Court Reporter

If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the arbitrator requests the presence of a court reporter, both Parties shall share the cost of the court reporter.

4.12 Postponement

If only one party requests the postponement of an arbitration hearing, that party shall bear any per diem fee assessed by the arbitrator.

4.13 Settlement

By mutual agreement, a grievance may be settled at any step without establishing precedent.

4.14 Released Time

During any arbitration hearing, the individual grievant shall be released from regular assignment without loss of pay, and Association representative(s), not to exceed two, may appear at the arbitration hearing, providing the Association shall reimburse the district the cost of the substitute. Other staff members may volunteer to cover the classes of the Association representative, and this, if allowed, will result in no reimbursement.

4.15 No Written Response

If no written response has been rendered within the time limits indicated by a step, then a grievance shall pass to the next step.

4.16 Records

All records, other than personnel records, that are related to a grievance shall be filed separately from the personnel files of the bargaining unit members. This does not preclude, however, the right of the Board to utilize said records in any future discipline or discharge proceedings against any bargaining unit member.

4.17 AAA Rules

At the request of both Parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

ARTICLE V: BARGAINING UNIT MEMBER AND ASSOCIATION RIGHTS

5.1 Bargaining Unit Member Discipline and Complaints Against Bargaining Unit Members

5.1.1

The Parties recognize that the District is subject to state and federal laws and rules which require the District to follow certain procedures regarding receiving, reviewing, investigating, and processing certain complaints (e.g. Title IX sexual harassment complaints; sexual abuse investigations). Except where prohibited by state or federal laws or rules or requested by law enforcement or a state or federal agency (e.g. DCFS) not to disclose information pending an investigation, any complaint or series of complaints deemed by the Board to justify disciplinary action which might result in placement of materials in a bargaining unit member's personnel file shall be brought to the attention of the bargaining unit member as soon as possible. The Parties agree that it is most desirable to have complaints against a bargaining unit member directed to the individual(s) involved in an attempt to resolve disputes at the most immediate level. Except where required or more appropriate to follow another process, complaints, like other concerns, will be processed according to "Procedure for Resolving Concerns" (*see Appendices A and B*).

5.1.2

When deemed appropriate by the building principal or designated supervisor or requested in writing by the bargaining unit member, an attempt will be made to schedule a conference between the complaining party and the bargaining unit member involved. Any of the Parties may have a representative of their choosing at the conference.

5.1.3

Any form of discipline shall be for just cause and progressive discipline shall be followed. However, notwithstanding the foregoing, in all cases the Board may impose discipline commensurate with the misconduct. No written reprimand will be placed in the bargaining unit member's permanent file without the bargaining unit member's knowledge.

5.2 Non-Discrimination

Neither the Board nor the Association shall discriminate against any bargaining unit member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, or "unlawful discrimination", "citizenship status", or "work authorization status" as defined by the Illinois Human Rights Act. Nothing in this section shall prohibit the District from using marital status as a factor in determining eligibility for participation in bargaining unit member benefit programs.

5.3 Right of Representative

When a bargaining unit member is required to appear before the Administration or the Board concerning a disciplinary conference in which a written reprimand will be issued or a conference in which a suspension with or without pay or dismissal will occur, the bargaining unit member shall be entitled to have an Association representative present, if one is requested.

Prior to such a conference, the Administration or Board will inform the bargaining unit member, in writing, that a conference will be held concerning a written reprimand, suspension with or without pay, or a dismissal.

It shall be the responsibility of the bargaining unit member to obtain a representative.

5.4 Official Personnel File

The Superintendent or designee shall maintain the bargaining unit member's official personnel file. Except as provided in Section 4.16, material contained in the official personnel file can be utilized in the suspension or discharge of a bargaining unit member. This section is inapplicable to action taken pursuant to Section 24-11 of the Illinois School Code.

No formal evaluation material and no letter of reprimand or letter of complaint shall be placed in the personnel file unless the bargaining unit member has an opportunity to read such material. The bargaining unit member shall be requested to acknowledge in writing that the material has been read by affixing their signature. If the bargaining unit member refuses to acknowledge the material being read, the material may nevertheless be placed in the file if the bargaining unit member has had the opportunity to read the material.

The bargaining unit member shall have the right to respond to any material contained in the personnel file, and the response shall become a part of the file.

The bargaining unit member shall have the right to review the contents of the personnel file within two (2) working days and shall have the right to have a representative of the Association accompany the review. Privileged information, as defined by law, shall be specifically exempted from such a review.

The bargaining unit member may request and receive one (1) copy of any material contained in the personnel file except privileged information. The expense of the copy will be borne by the bargaining unit member.

5.5 Right to Organize

The Board agrees that it will not discriminate against any member of the bargaining unit with respect to hours, wages, terms or conditions of employment by reason of the bargaining unit member's membership in any professional organization, participation in negotiations, or participation in any grievance.

5.6 Dues Deductions

The Board shall deduct from each bargaining unit member's pay the current dues of the Association, in the amount certified by the Association and in accordance with the terms of the bargaining unit member’s written authorization provided to the Board by the Association. Bargaining unit member requests to authorize, revoke, cancel, or change authorizations for payroll deductions shall be directed to the Association rather than to the Board. The Association shall be responsible for initially processing requests and for providing notification and proper requests to the Board. Upon receiving written notice of the authorization, the Board shall commence dues deductions as soon as practicable, but in no case later than 30 days after receiving notice from the Association. All dues deducted by the Board shall be transmitted to the Association no later than 10 days after they are deducted. If requests are not provided to the Board, the Board shall rely on information provided by the Association regarding whether deductions for the Association were properly authorized, revoked, canceled, or changed, and the Association shall indemnify the Board for any damages and reasonable costs incurred for any claims made by bargaining unit members for deductions made in good faith reliance on that information or deductions made in good faith by reason of the failure of the Association to transmit appropriate information.

1. Deductions shall remain in effect until the Board receives notice that a bargaining unit member has revoked authorization in writing in accordance with the terms of the authorization; or

2. the individual is no longer employed by the Board in a bargaining unit position; or

3. the bargaining unit member is placed on leave pursuant to any of the following sections: 10.1.5, 10.1.6, 10.2.2, 10.2.3, 10.2.4 or 10.3.

5.7 Meetings, Notices, and General Information

(a) The Association is allowed the use of school buildings for meetings, provided that such use shall be restricted to reasonable times and shall not interfere with or interrupt normal school operations. For general Association membership meetings, whenever possible, prior notice shall be given the Superintendent or designee a minimum of three (3) working days in advance of the meeting.

(b) The Association shall have the right to use bargaining unit member mailboxes and regular mail distribution facilities, including the District's electronic mail system, for communication with bargaining unit members regarding collective bargaining negotiations, the administration of the collective bargaining agreements, the investigation of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of the Association.

(c) The Association shall have the right to post official notices of its activities on a bulletin board designated by the principal of a school. The principal shall have the right to direct removal of any item, but removal shall not occur until after a meeting between the principal and an Association representative has been held.

(d) The Association shall have the right to reasonable use of office equipment consistent with state law and will be responsible for reimbursing the Board for all materials and supplies used in the operation of this equipment.

5.8 Progress Conference for Own Children

A bargaining unit member with a child or children attending District schools shall, if the scheduling allows, have the opportunity to meet with the child's or children's teacher on the conference day designated on the District calendar during the bargaining unit member's assigned lunch period.

Should conferences be scheduled outside the regular workday in any given year, bargaining unit members with a child or children attending District schools shall, in consultation with their administrator, have the opportunity within a reasonable time after said conferences (e.g. within 1 week) to waive their flex time or to be absent during all or part of their scheduled preparation time in order to meet with the child's or children's teacher(s) for a conference.

5.9 Notification of Communicable or Chronic Infectious Disease

The Administration will notify appropriate bargaining unit members of a student with a communicable or chronic infectious disease consistent with federal and state law regarding student records.

5.10 Curriculum Development

Each bargaining unit member will continue to be encouraged to provide input through the committee process into curriculum development.

5.11 Board Policies

Board policies, administrative procedures, and exhibits are available on the District's website. Proposed revisions are attached to the Board's agenda as they are brought to the Board for first reading.

5.12 Opening Day Remarks

If an opening day institute is held, the president of the Association or designee shall be granted a reasonable amount of speaking time for the purpose of welcoming the staff.

5.13 Meeting with the Superintendent

Each month during the regular school term, an informal meeting will be held with the Superintendent and/or designee(s) and Association leadership. This meeting will be for the purpose of discussing current concerns of the Association or Administration. If deemed appropriate or necessary by the Association and Superintendent, more than one informal meeting may be held during the month.

5.14 Meeting with Principals

Association leadership is invited to attend the principals meeting held at the start of each school year to share its views on contractual issues.

5.15 Clinical Hours

Bargaining unit members may use their scheduled planning time to complete professional clinical hours to fulfill the requirements of their educational programs. In completing these hours:

1. internal or external substitutes may not be used;

2. grade level, team or department planning times may not be missed; and

3. no travel time beyond the scheduled planning time will be allowed to complete these hours at another school site.

5.16 Use of Video Cameras in Unit 5 Facilities

The purpose of surveillance equipment is to secure the buildings. The purpose of the equipment is not to evaluate the performance of bargaining unit members or to monitor their behavior or conduct.

Except pursuant to an investigation into suspected criminal conduct, surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, IMCs, and gymnasiums. Surveillance equipment will not be utilized to observe bargaining unit member performance or otherwise be accessed as documentation in the evaluation process.

Video from the surveillance equipment may be reviewed by District personnel in connection with investigations of suspected criminal conduct, student misconduct or security violations or incidents. Except as otherwise required by law, access to video involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the Parties listed above. If the review of data inadvertently reveals alleged incidents of bargaining unit member misconduct, the following process will be followed:

1. The bargaining unit member and Association will be notified if the District intends to investigate the alleged misconduct incident. Such notification shall be in writing.
2. The Association representative or the bargaining unit member's representative may review the video depicting the alleged misconduct.
3. The bargaining unit member has the right to be represented in all investigatory meetings regarding alleged misconduct unless the bargaining unit member declines representation.

4. Any discipline that may be imposed against the bargaining unit member as a result of the misconduct investigation shall be in accordance with the applicable provisions of this Agreement.

Except as otherwise required by law, video from surveillance equipment will be stored consistent with the storage capacity of the District's equipment and servers and retention and destruction procedures unless there is cause to believe that such video would document a criminal or security incident or relate to possible civil litigation.

All new bargaining unit members will be notified in writing of the use of the surveillance equipment as part of new employee orientation. Except when temporarily added pursuant to an investigation into suspected criminal conduct, all bargaining unit members within a building will be notified in writing whenever surveillance equipment is added within their building.

ARTICLE VI: EMPLOYMENT CONDITIONS

6.1 School Calendar

No less than thirty (30) days prior to the adoption of the school calendar by the Board, the Board shall accept input from the Association. The Superintendent and/or designee(s) will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the Board's decisions, including such items as: the starting date for the next school year; the starting, ending, and length of winter break and spring break.

For the duration of the contract the Board will waive no more than two (2) holidays per school year.

The official school calendar shall consist of one hundred eighty-five (185) days, including five (5) emergency days, or the number prescribed in the Illinois School Code.

6.1.1 School Improvement Days

The Parties agree to set aside no less than two (2) full days per school year to be used as a School Improvement Days, which days shall be designated in the school calendar. This agreement is contingent upon the Illinois State Board of Education granting approval for the use of school days for this purpose.

The Parties further agree to designate time during Institute days for professional educator activities.

6.1.2 Regular 180-Day Work-year

The regular 180-day work-year shall be defined by the official school calendar, adopted annually by the Board.

Should the District determine there is work to be completed by bargaining unit members outside of the regular 180-day work-year, such work will be posted in accordance with the provisions of this Agreement. Bargaining unit members who voluntarily accept such Assignments will be compensated according to the appropriate and applicable Pay Rates outlined in this Agreement.

It is understood that events such as "Open Houses", "Back to School Nights" and similar events should be scheduled within the regular 180-day work-year. However, should the District decide to conduct such events outside the regular 180-day work-year, the work will be posted and interested, qualified bargaining unit members may apply. Those selected to perform such work will be paid at Contract Extension – Pay Rate 6 as such work would be an extension of their regular duties.

6.1.3 Progress Conferences

If conferences are scheduled by the Board at times other than a period of eight (8) consecutive hours or less between 8:00 a.m. and 5:00 p.m., the date will be determined by the Association.

The Parties recognize that most parents and guardians have regular access to student information. Bargaining unit members are expected to initiate communication regularly with parents/guardians regarding individual student performance and progress, especially parents/guardians of students who are underperforming. Bargaining unit members are also expected to be regularly available to meet with parents/guardians. Therefore, it is not expected that a conference is necessarily held for every student on the designated conference days or that each conference occurs for a certain length of time. However, the bargaining unit member shall attempt to hold a conference on designated conference days for each underperforming student or when requested by a parent/guardian. Conference days are intended to support the continued communication efforts that should occur throughout the year. The Parties will

continue to work collaboratively to explore the most effective avenues for conferences and communication.

6.2 Work Day

The regular work day for each bargaining unit member shall be eight (8) clock hours or sixty (60) minutes longer than the student day, whichever is shorter. If the District would choose a student schedule that extends the student day, flex time may be reduced proportionally. In addition, each bargaining unit member recognizes that professional responsibilities extend beyond the classroom and beyond the regular work day. These responsibilities may include the following: participation in student and parent conferences; providing students with guidance, counseling, and tutorial assistance; attendance and participation in departmental, building, and intra-system meetings as scheduled; assistance in the development of curriculum; supervision of students and student activities.

Each bargaining unit member shall have the right to select a schedule which provides that the bargaining unit member shall be present at least twenty (20) minutes before the opening session with the balance of the time spent after the close of the student day or shall be present at least twenty (20) minutes after the close of the student day with the balance of the time spent before the opening session.

A bargaining unit member may deviate from the selected schedule of flex time specified above upon prior notification to the principal. If building-based or district-wide meetings are held prior to the start or after the end of the regular school day, a bargaining unit member may choose to waive the above specified flex time only at the earliest opportunity to do so, for example, on the same day or the following day. This waiver of flex time is not intended to be a minute-to-minute trade-off for time spent at these meetings and may not be banked for later use by the bargaining unit member.

If conditions necessitate adding a zero hour or a ninth hour to the secondary school day, a bargaining unit member who has assigned professional responsibilities during one of these class hours will not be required to be present in the building for longer than eight (8) consecutive clock hours.

6.2.1 Extended Work Day

Occasionally, a bargaining unit member may be assigned a schedule that includes more than one of the three levels (Elementary, Junior High/Middle School and High School) and, as a result, be present in a building for longer than the regular eight (8) hour work day. This should occur on a limited basis and be appropriate to the needs of the students. When such an assignment becomes necessary:

1. The individual bargaining unit member assigned such a schedule, the Association and the Administration/Board must all agree to the Assignment.

2. The schedule will not be for longer than one school year and will be reviewed on an annual basis if necessary.

3. That impacted bargaining unit member will not be required to select a flex-time schedule.

4. The impacted bargaining unit member will not be assigned a supervisory duty.

6.3 Reduction in Force

Dismissal of a bargaining unit member because of a decision of the Board to decrease the number of bargaining unit members employed by the Board or to discontinue some particular type of teaching service shall be in accordance with Section 24-12 of the Illinois School Code.

Any bargaining unit member, who was removed or dismissed as a result of a decision of the Board to decrease the number of bargaining unit members employed by the Board or to discontinue some type of teaching service, and who has recall rights as outlined in Section 24-12 of the Illinois School Code, shall be tendered a position that becomes vacant for a period of two (2) calendar years from June 1 of the year action was taken, provided such a member is legally qualified to hold such a position.

Any such tender will be mailed by certified mail to the bargaining unit member's last known address. The bargaining unit member has a continuing duty to provide the Board with an address(es) where such bargaining unit member may be reached during the applicable recall period. The bargaining unit member must also notify the Board in writing within fourteen (14) calendar days of receipt of certified mailing or seventeen (17) calendar days of date of certified mailing, whichever occurs first, of the acceptance of any vacant position offered to the bargaining unit member during the recall period. Failure to notify the Board of acceptance shall constitute a rejection of the offer of employment. If a bargaining unit member rejects an offer of a vacant position, the bargaining unit member shall be deemed to have waived recall rights and will no longer be eligible for any vacant position that becomes available within the recall period.

6.3.1 Joint RIF Committee

The Joint RIF Committee will meet annually to address issues related to placement in RIF groupings. The Committee shall include equal representation from the Parties, with representatives selected by each. The Committee shall meet by December 1 of each school year and must reach agreement on any changes in the criteria for inclusion in a grouping on or before February 1 of a school year for the agreement to apply for that school year.

6.4 Preparation Time

6.4.1 High School Staff

Bargaining unit member assignments from grades 9 through 12 will consist of five (5) classroom assignments and one (1) supportive non-instructional assignment not to exceed thirty (30) minutes per day. It is understood that supervisory duties will be in addition to the above. High school building chairs and high school webmasters shall not be assigned duties or supportive non-instructional assignments. Special Education building chairs will be provided with one (1) class period of release time per full day student attendance day to complete additional responsibilities, including those related to testing and scheduling of students with IEPs.

Each bargaining unit member will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.2 Middle School Staff

Bargaining unit member assignments from grades 6 through 8 will consist of five (5) graded class assignments and one non-graded tutorial/supervisory duty, or six (6) graded class assignments.

If the need arises for an assignment that deviates from such a standard assignment, the position will be posted. If there are no applicants for the position, the filling of that position will be considered an involuntary transfer.

A non-graded tutorial or a supervisory responsibility will be considered prior to a 6th graded class assignment. The necessity of the 6th graded class assignment will be determined by the building principal in consultation with the building chair. When necessary, a 6th graded class assignment will be offered based on seniority, moving from most to least senior in the specific department, in a specific

building. If any more than two (2) members within a subject area have a 6th graded assignment, a new staff member will be hired.

All efforts will be made to ensure reasonable class sizes will be maintained at the middle schools. Additional staff and/or paraprofessionals will be considered as needed.

Non-graded Tutorial Time at the Middle School is team-driven and is defined/intended for direct assistance and/or interventions by a certified bargaining unit member with a smaller group of students according to the established guidelines.

Supervisory responsibilities during the student day at the Middle School may include assignments to monitor student behavior during use of the IMC, in-school suspension and/or lunch.

All periods will be approximately the same length of time.

Middle school building chairs and middle school webmasters shall not be assigned a supervisory duty or a supportive non-instructional assignment.

Each bargaining unit member will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.2.1 Middle School Advisory

One day per week, bargaining unit members will have an advisory period the length of a full class period. Advisory is defined/intended for direct instruction around social-emotional learning (e.g. creating and fostering connections between educators and students, behavioral health). The role of the bargaining unit member during advisory is to facilitate activities that are in alignment with this stated purpose.

Advisory may not be used as part of a bargaining unit member's performance evaluation unless requested by the bargaining unit member. Professional development and plans necessary to conduct activities will be provided to bargaining unit members by the District.

6.4.3 Elementary Staff

An elementary level bargaining unit member shall be scheduled to receive a minimum of two hundred seventy-five (275) minutes of planning time per regular work week. A regular work week shall consist of five (5) consecutive workdays. Every attempt will be made to provide each elementary bargaining unit member with at least twenty-five (25) minutes of planning time per regular work day. A regular work day is specified in Section 6.2. The Administration agrees to identify, bring forward, and explain reason(s) to the Association president for any instances where planning time is scheduled in increments of less than fifteen (15) minutes. The Superintendent or designee will provide the Association president with copies of all building area schedules by the beginning of the school term, with the understanding that there may be changes to the schedules and those changes will be provided to the Association president as they occur.

Each bargaining unit member will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.4 Early Learning Staff

An early learning level bargaining unit member shall be scheduled to receive a minimum of two hundred seventy-five (275) minutes of planning time per regular work week. A regular work week shall consist

of five (5) consecutive workdays. A regular work day is specified in Section 6.2, provided that "student day" shall be interpreted for early learning staff to mean both AM and PM sessions combined.

Each bargaining unit member will have a duty-free lunch equal to elementary staff.

6.4.5 Traveling and Area Bargaining Unit Members

Bargaining unit members who travel between buildings will have planning time, instructional time (inclusive of travel) and a duty-free lunch equivalent to bargaining unit members at their home base school.

Area bargaining unit members will have a duty-free lunch equal to that of the students and not less than thirty (30) minutes.

6.4.6 Standardized Testing During Preparation Time

Bargaining unit members will not be expected to deliver, proctor or supervise standardized tests during their preparation time. If a bargaining unit member is directed to deliver, proctor or supervise a standardized test during their regularly scheduled preparation time, or volunteers to accept such assignment, they will be compensated for any net loss of preparation time occurring the day(s) the testing takes place at the per diem rate, Contract Extension - Pay Rate 6.

6.4.7 Meetings During Preparation Time

The Parties mutually recognize the value and importance of preparation time and the impact meetings during a bargaining unit member's preparation time may have on the bargaining unit member's work day. Building administrators will make every effort to limit, where possible, the number of meetings that occur during an individual bargaining unit member's preparation time and to continue to find ways to protect that time for its intended purpose.

6.4.8 Extra Assignment

For purposes of this Agreement, an "extra assignment" is an assignment voluntarily accepted by a bargaining unit member in addition to their regular assignment as defined in Section 6.4.1, 6.4.2, 6.4.3, 6.4.4 or 6.4.5, as applicable, and which results in a loss of bargaining unit member planning time (e.g. 6th classroom assignment for a high school teacher; 7th graded class assignment for a middle school teacher; additional graded class assignment for an elementary area teacher). Any extra assignment of 100 minutes or less per week will be paid at half the instructional or non-instructional rate, as applicable, and as set forth in Schedule B.

6.5 Coaching Schedule

Every reasonable effort will be made to schedule extra-curricular activities in such a way that it is not necessary to have a coach released early from their regular work day. In particular, the Administration will encourage the starting time for extra-curricular duties and the scheduling of bargaining unit members' instructional day to be such as to make it possible for all bargaining unit members to fill extra-curricular, especially coaching, assignments.

6.6 Vacancies and Transfers

6.6.1 Definitions

6.6.1.1 Vacancy Definition

"Vacancy" for purposes of this Section means an open position resulting from a resignation, retirement, termination, or transfer from a previously existing position or an open position resulting from a newly created bargaining unit position.

6.6.1.2 Voluntary Transfer Definition

"Voluntary Transfer" for purposes of this Section means a change from one position to another requested and received by a bargaining unit member.

6.6.1.3 Involuntary Transfer Definition

"Involuntary Transfer" for purposes of this Section means a change from one position to another which is not requested by a bargaining unit member. This category includes those persons who are displaced when positions or programs are eliminated.

6.6.1.3.1

Involuntary transfers include reassignment within a building (e.g. from 4th grade to 3rd grade or from one Department to another) as well as between buildings (e.g. from Fairview to Oakdale).

6.6.1.3.2

Reassignments within a Department at the secondary level (e.g. world geography to American history) are not considered involuntary transfers.

6.6.1.3.3

For bargaining unit members assigned to more than one building, such as those assigned in art, music, physical education, library/media services, speech pathology, foreign language, Title I, FACS, industrial technology, business, nurses, and certain special education designation, involuntary transfers include a reassignment to another home base. In the event it becomes necessary to transfer such a bargaining unit member involuntarily, such transfers shall be made based on seniority.

6.6.1.4 Seniority Definition

"Seniority" for purposes of this Section means the total years of continuous service to the District in a position requiring a Professional Educator License. Seniority shall be reflected in the list published by the District annually.

Application of seniority in cases of involuntary transfer is limited to the grade level or department being reduced or reorganized. For example, if the need arises to reduce one third grade teacher from a building and no volunteers are available, then the third grade teacher having the least seniority shall be involuntarily transferred.

6.6.2 Procedures

6.6.2.1 Posting of Vacancies

Vacancies occurring during the school year may be temporarily filled to avoid undue disruption of the educational program. The procedures in this section will be followed for filling vacancies for a subsequent school year.

A notice setting forth information that accurately describes the vacancy shall be posted electronically.

Except in cases of emergency, the vacancy will not be filled until seven (7) calendar days have elapsed since delivery and posting of the notice as set forth above has occurred. Where specific training, experience, and other qualifications are a prerequisite for anyone to fill the vacancy, such requirement shall be set forth in the notice.

Reassignments within a school building may occur prior to posting a vacancy. The Association president or designee is concurrently given written notice of any such reassignment. Consequently, a retirement, resignation, addition at a grade level or mid-year staffing could result in a notice of vacancy that differs from the original opening within the building.

When a bargaining unit member with interest in a particular potential vacancy provides the Superintendent or designee in writing prior to the last bargaining unit member attendance day of the school year with contact information, such as e-mail address, street address and phone number, the Administration shall notify the bargaining unit member of any vacancy occurring during the summer in which the bargaining unit member has expressed an interest. A bargaining unit member so notified shall be responsible to contact the Administration within seven (7) calendar days following a good faith effort to give the bargaining unit member notice, should the bargaining unit member elect to apply for the vacancy.

If the District offers a summer school or other extended school year program, notice of all vacancies for the program shall be published in the manner provided for herein and shall not be filled until seven (7) calendar days have elapsed. Compensation shall be in accordance with the Agreement.

When Schedule B vacancies occur, the following procedures will be followed:

1. Principals shall email all Schedule B vacancies to all bargaining unit members in their school building and allow bargaining unit members a period of seven (7) calendar days to express written interest in the vacancy. In the event no qualified bargaining unit member expresses written interest during the seven (7) calendar days, a District-wide posting, consistent with the procedure set forth in Section 6.6.2.1 and Section 9.8.10 shall occur for an additional seven (7) calendar days.

2. The Association president or designee shall be copied on all Schedule B vacancy emails within a building. All bargaining unit member's written interest shall be acknowledged in writing by the appropriate administrator.

3. Principals shall annually reopen Schedule B positions which are currently filled by non-bargaining unit members to all bargaining unit members in their school building for seven (7) calendar days before the end of the school year.

4. Vacancies occurring during the school year may be temporarily filled to avoid undue disruption of the educational program.

5. Preference shall be given to a bargaining unit member over a non-bargaining unit member when both are equally qualified.

In order to afford elementary bargaining unit members the opportunity to perform extra tasks such as ticket-taking, such semester or seasonal jobs will first be emailed to bargaining unit members within a building and if not filled, will then be posted on the District website for all

bargaining unit members before such work is offered to non-bargaining unit staff or persons not employed by the District.

6.6.2.2 Voluntary Transfers

A bargaining unit member requesting a transfer within seven (7) calendar days of the publishing of a notice for a specific vacancy shall be granted an interview. No assignment of a new bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given due consideration. Notification to bargaining unit members who are granted or denied a transfer will be made in writing as soon as a determination is made. A bargaining unit member desiring a transfer to a position for which there is at the time no vacancy, shall notify the Superintendent or designee of the transfer request in writing. Such a request will be placed on a "Transfer Request List" until the bargaining unit member receives a transfer or September 1 of each year, at which time the list will be purged. A copy of the "Transfer Request List" shall be provided to the president of the Association or designee quarterly.

6.6.2.3 Involuntary Transfers

When involuntary transfers are necessary for any reason, the following process will be used:

1. Affected bargaining unit members will be notified of the need for involuntary transfer and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.

2. If an insufficient number of bargaining unit members are willing to accept the necessary transfers, the least senior will be involuntarily transferred.

3. At every building, each bargaining unit member to be involuntarily transferred, will be given the option of choosing an opening in their own building (if one is available) or of being placed on the district-wide "involuntary transfer list". When more than one person in the building is being transferred, the most senior will be given the opportunity to choose first, then the next, and so on.

4. All bargaining unit members on the district-wide "involuntary transfer list" will choose from any available positions in the district immediately following the building-based displacements, in order of seniority.

5. Once all involuntarily transferred bargaining unit members have selected positions, internal reassignments may occur within a building and/or department.

6. Any remaining vacancies will be posted for voluntary transfers and additional hires.

6.6.3 Transferring Programs

6.6.3.1

When total programs are placed in a different building with no change in total staff within the program, all bargaining unit members within that program shall be transferred to the new building with the program (e.g. EMD from NCHS to NCWHS). If need for additional staff is anticipated, the above procedure shall occur first, and the additional position opening shall be deemed a vacancy.

6.6.3.2

When programs are split between two schools and no need for additional staff is anticipated, bargaining unit members within the program may agree as to which school they will be located. In the absence of an agreement, seniority will prevail. If the need for additional staff is anticipated, the above procedure shall occur first and the additional position opening shall be deemed a vacancy.

6.7 Seniority

6.7.1 Seniority Tie Breakers

6.7.1.1

If seniority is equal between two (2) or more bargaining unit members, then total bargaining unit service in the District, whether or not continuous, shall be determinative.

6.7.1.2

If the years of total bargaining unit service in the District are equal, then total public school teaching or professional educator service outside of the District shall be determinative.

6.7.1.3

If total public school teaching or professional educator service outside of the District is equal, the decision of the Superintendent and the Association president shall be determinative.

6.7.2 Seniority Application

6.7.2.1

Board approved leaves shall not affect seniority within the District.

6.7.2.2

Part-time bargaining unit members shall accumulate seniority without achieving tenure.

6.8 Working Environment

6.8.1

The Board shall comply with all applicable local, state, and federal laws and regulations pertaining to a safe and healthy working environment.

6.8.2

In the event that a bargaining unit member becomes aware of a potentially unsafe or hazardous condition, the bargaining unit member shall report this situation, in writing, to the immediate supervisor and the Association president. Within a reasonable period of time, the supervisor will notify the Association president and the building Association representatives what action, if any, has been taken to address the situation.

Under this Agreement, the District commits to complying with all local, state and federal laws and regulations pertaining to a safe and healthy working environment. The Parties desire that any unsafe or hazardous condition be remedied in a reasonable manner and in a timely fashion. In the event that a condition which the Association concludes is unsafe or hazardous is not timely remedied at the building level, the Association shall bring the matter to the Superintendent or designee. Within a reasonable period of time, the Superintendent or designee will notify the Association president what action, if any, has been taken to address the situation. The Association's suggested response to possible unsafe or hazardous conditions shall be welcomed at all levels. Responses to possible unsafe or hazardous conditions may initially involve testing and analysis by engineers and other appropriate professionals. The Administration shall work to maintain the adequacy of air exchange within buildings.

This article shall not be subject to the grievance/arbitration provision of this Agreement.

6.9 Student Enrollment and Class Size

The maintenance of a reasonable class size is a priority which reflects the philosophy of the District. The Board and Administration will continue to monitor student enrollment, room availability, class make-up, bargaining unit member input, and administrator recommendation in determining whether to address an identified need by adding a section or by adding a paraprofessional.

Every attempt will be made to communicate with staff and parents to maintain an educational level that will ensure the continuation of the quality of education our staff and parents expect.

6.10 Least Restrictive Environment

While the Parties acknowledge that Least Restrictive Environment (LRE) is federally mandated, they also recognize the extent to which any individual student with disabilities should participate in regular education programs must be appropriate to that student's unique needs as determined by the Individual Education Program (IEP).

Bargaining unit members shall use the District Concern Resolution Form to process unresolved concerns relating to LRE matters.

6.11 Subcontracting Work Traditionally Performed by Bargaining Unit Members

The Association recognizes there are times when the District is required to provide certain services as part of its obligation to educate students in the District but is unable to find a qualified bargaining unit member who is willing or able to provide such services. The Board recognizes the Association's interest in having services provided by bargaining unit members instead of third parties.

Should a vacancy in a bargaining unit position exist, whether resulting from a resignation, retirement, termination, or transfer or due to the creation of a new position, and there is a need for the District to contract with a third party (individuals or agencies outside the bargaining unit) to provide services for the District traditionally performed by bargaining unit members, the following process should be used:

1. The District shall post the vacant position in accordance with Section 6.6.

2. If the District is unable to fill the position, whether due to the lack of qualified applicants or interest in the vacancy or for some other reason, the District shall communicate such information to the Association.

3. The Association shall have seven (7) calendar days (or less depending on the time constraints imposed upon the District in a particular case in which the District shall also communicate such time constraints

to the Association) after receipt of such communication in which to suggest alternative means for the District to fill the vacancy or provide the services needed.

4. If the District has not received any suggestions from the Association during such time period, or is not able to reach a good faith agreement with the Association on an alternative means to fill the vacancy or provide the services, the District shall have the right to contract with a third party to provide the services or re-assign a bargaining unit member to provide such services, following the Involuntary Transfer process in Section 6.6.

5. The District shall repost the vacancy, according to the provisions of this Agreement, for the next semester and follow the same procedures specified herein as necessary.

ARTICLE VII: EVALUATION

7.1 Purpose

The purpose of evaluation is to improve the quality of instruction.

7.2 Evaluator Qualifications

Any individual who evaluates a bargaining unit member's performance must be pre-qualified in accordance with the provisions of the Performance Evaluation Reform Act (PERA).

7.3 Evaluation Plan

All evaluations shall be conducted in accordance with the District's evaluation plan utilizing the agreed upon evaluation instrument. The evaluation plan will be posted on the District website.

7.4 Orientation

Within the first fifteen (15) school days of each school term, the building principal or designated administrator shall orient all bargaining unit members under that administrator's supervision as to the evaluation procedures.

The bargaining unit member's evaluation cycle shall not begin or continue for tenured bargaining unit members already in their evaluation cycle until such orientation has been completed.

Such orientation shall include identification of the evaluator, evaluation procedures, and District evaluation tools.

7.5 Planning Meeting

The evaluator shall hold a planning meeting each school term with each bargaining unit member they are or will be evaluating within the first twenty (20) school days and following the orientation meeting. If a formal observation will occur during the school term, the evaluator and bargaining unit member shall determine the week(s) of the formal observation(s) at the planning meeting.

7.6 Frequency of Observations

Non-Tenured Bargaining Unit Member

Bargaining unit members new to the District shall not be evaluated prior to October 1. Each non-tenured bargaining unit member shall have a minimum of three (3) observations each school term. At least two (2) of those observations shall be formal observations, with at least one formal observation each semester.

Tenured Bargaining Unit Member

Each tenured bargaining unit member shall have a minimum of two (2) observations, at least one (1) of which is a formal observation during the evaluation cycle.

7.7 Evidence

The collection of evidence is a collaborative process between the evaluator and bargaining unit member. The Parties acknowledge that neither the evaluator nor the bargaining unit member is solely responsible for the collection of evidence and both shall submit evidence.

The evaluator must share the evidence collected and the associated performance ratings with the bargaining unit member in each formal observation post-conference.

The evidence must link to the components of the instructional framework included in the evaluation plan, and the complete record of evidence must include evidence for each part of the instructional framework being evaluated.

All observations which form the basis for the evaluation shall be reduced to writing by the evaluator on Form A in accordance with the Evaluation Plan.

Standardized test results may not be used for the purpose of bargaining unit member evaluation.

7.8 Formal Observation Process

Scheduling

The evaluator will work with the bargaining unit member to schedule the date and time of the pre-conference at least five (5) school days in advance of the formal observation.

The evaluator will notify the bargaining unit member at the pre-conference of the date and time of the formal observation and will work with the bargaining unit member to schedule the date and time of the post-conference, which will be held within five (5) school days of the formal observation.

Pre-Conference

At least one (1) school day in advance of the pre-conference, the bargaining unit member shall submit to the evaluator Form C and may include other evidence. At the pre-conference, the evaluator and the bargaining unit member shall discuss the lesson to be formally observed and any areas the bargaining unit member should focus during the observation.

Formal Observation

Each formal observation of the bargaining unit member shall last for a minimum of forty-five (45) continuous minutes, a complete lesson, or an entire class period.

The evaluator will document the observation using Form A.

Post-Observation

To this conference, the bargaining unit member will bring a completed Form D and the evaluator will bring a draft of Form A to guide their discussion.

The bargaining unit member and evaluator will discuss the bargaining unit member's strengths, weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.

Within three (3) school days of the post-observation conference, the evaluator will provide a completed Form A.

If the evaluator determines that the data and evidence collected to date may result in the bargaining unit member receiving either a "Needs Improvement" or "Unsatisfactory" Summative Performance Evaluation Rating, the evaluator shall notify the bargaining unit member.

7.9 Informal Observation Process

Scheduling

Informal observations may or may not be announced in advance to the bargaining unit member.

Informal Observation

Each informal observation of the bargaining unit member shall last for a minimum of fifteen (15) continuous minutes. There must be a cumulative total of forty (40) minutes of informal observation to qualify as a component of the Evaluation Plan.

Following each informal observation and within three (3) school days, the evaluator will record evidence of the informal observation on the appropriate form and provide the bargaining unit member with a copy of the completed Form A.

Optional Post-Conference

At the written request of the bargaining unit member or evaluator, a post-conference meeting will be held within five (5) school days to discuss the informal observation.

7.10 Video Recording

In addition to or in lieu of a direct (in classroom) formal or informal observation, the bargaining unit member and evaluator may agree to the submission of a video-recorded lesson or class period by the bargaining unit member to the evaluator to be used as part of the bargaining unit member's evaluation.

7.11 Evaluation Cycle

See attached Evaluation Cycles in Appendix D.

7.12 Mid-Cycle Conference

Non-Tenured Bargaining Unit Member

A mid-cycle conference shall be held in December in which the bargaining unit member and evaluator meet to discuss progress using Form B to guide discussion.

Tenured Bargaining Unit Member

A mid-cycle conference shall be held within the first twenty-five (25) school days of the second school term of the evaluation cycle in which the bargaining unit member and evaluator meet to discuss progress using Form B to guide discussion.

Formative Ratings

At the mid-cycle conference, the evaluator will provide the bargaining unit member a formative rating for each component, unless the evaluator determines there is insufficient evidence to provide a definite formative rating (i.e. if there is some evidence that supports one rating, but other evidence that suggests

another rating) in which case the evaluator will inform the bargaining unit member of the evidence that relates to each rating.

Information shared during this meeting may be used to determine the performance evaluation rating and should allow for a bargaining unit member to assess their progress and adjust professional practice as needed.

7.13 Changes to the Evaluation Cycle

Once dates have been established for the pre-conference, formal observation(s), and post-conference, the evaluator shall notify the bargaining unit member of any change in dates and/or times as soon as possible and the bargaining unit member and the evaluator shall confirm, in writing, the revised date(s) and/or time(s).

7.14 Evaluation Completion Date

Evaluations of non-tenured bargaining unit members must be completed no later than sixty (60) calendar days prior to the end of the school term including the written summary report and recommendations as to continued employment.

Tenured bargaining unit members evaluations must be completed no later than forty-five (45) calendar days prior to the end of the school term including the written summary report.

7.15 Summative Conference

At the end of the evaluation cycle, the evaluator will schedule a Summative Conference with the bargaining unit member to discuss the overall rating of each domain and Summative Evaluation Performance Rating based upon evidence of professional practice using Form A as consistent with the instructional framework.

7.16 Deadlines

Either party may request an extension of a deadline provided in this Article VII for unusual circumstances. Any extension agreed to will be reduced to writing.

7.17 Response and Review

The bargaining unit member shall have the right to attach, at any time, comments to any formal evaluation or other materials placed in the bargaining unit member's personnel file, exclusive of privileged material.

Within ten (10) school days following the Summative Conference, the bargaining unit member may request in writing that the evaluation be reviewed jointly by the Superintendent or designee and the president of the Association or designee.

The review request shall include the specific reasons for the review and a copy of the written evaluation summary.

The Parties will conduct a review of the evaluation within thirty (30) school days of the request and the bargaining unit member and evaluator will be advised in writing regarding the outcome of the review.

A summative rating of Unsatisfactory will be reviewed by the Evaluation Committee.

7.18 Peer Coach

A Peer Coach will be assigned to assist any tenured bargaining unit member who receives a Summative Rating of "Needs Improvement."

To qualify as a Peer Coach, the bargaining unit member must have received at minimum of 4 consecutive "Excellent" Summative Ratings on their own evaluations and must have completed the Evaluator Training and Certification process.

The role of the Peer Coach is to assist with the implementation of the Professional Development Plan developed by the evaluator and the bargaining unit member under evaluation.

Assuming the Peer Coach will work an average of one (1) additional hour per week, they will be paid a stipend equal to 36 hours at Pay Rate 4 (9.8.4).

The position of Peer Coach will be posted per this Agreement.

7.19 Evaluation Committee

An Evaluation Committee consisting of the following members is to be selected by the Board and the Association respectively:

- Superintendent or designee, Co-Chair
- Three (3) Administrators selected by the Superintendent
- One (1) Elementary Administrator
- One (1) Junior High/Middle School Administrator
- One (1) High School Administrator
- President of the Association or designee, Co-Chair
- One (1) Elementary Bargaining Unit Member
- One (1) Junior High/Middle School Bargaining Unit Member
- One (1) High School Bargaining Unit Member
- One (1) Special Education Bargaining Unit Member
- One (1) Area Bargaining Unit Member
- One (1) Type 73 Bargaining Unit Member

The Evaluation Committee will meet as necessary but not less than quarterly. It is the intention of the Parties that the Evaluation Committee shall make recommendations annually to the Association and to the Board regarding the process to be used for evaluation of the bargaining unit members.

It is further understood that, if necessary, any recommended change to the evaluation process adopted by the Board would be agreed to in a letter of understanding during the period covered by the existing contract.

The Evaluation Committee shall annually review the evaluation instrument and make recommendations to the Administration of any changes in the District evaluation instrument.

7.20 School Code

The Parties acknowledge that this procedure set forth in this article pertains to the evaluation of bargaining unit members holding a Professional Educator License.

Nothing herein shall be construed as prohibiting or limiting the normal day-to-day observation and evaluation of a bargaining unit member's general performance as a District employee, nor shall it hinder or limit the right of the Board to terminate the employment of a bargaining unit member under the applicable provisions of the Illinois School Code.

ARTICLE VIII: BARGAINING UNIT MEMBER TERMINATION

8.1

As per the Illinois School Code and Illinois Compiled Statutes.

ARTICLE IX: COMPENSATION AND FRINGE BENEFITS

9.1 Salary Schedule

The salary schedule shall be set forth in Schedule A, which is attached hereto and incorporated into this Agreement. For the term of this Agreement, any new bargaining unit member shall be placed on Schedule A at either the probationary step if they have no prior experience or the appropriate step if they have prior experience (see Salary Schedule Placement LOU), and shall remain on that step until they enter into contractual continued service, at which time they shall move the number of steps they would have moved during the probationary period.

9.1.1 Mid-Year Contract Revisions

A bargaining unit member who earns credit which allows a mid-year horizontal move on the salary schedule shall be placed on the same vertical step as indicated on the most recent bargaining agreement and shall be paid on that step for the balance of the semester.

9.2 Payroll Installments

Each bargaining unit member shall be paid by direct deposit. Payments will be made on the basis of twenty-four (24) equal payments on the fifteenth (15th) and thirtieth (30th) of each month (September-August). Special payroll will be included at least monthly, and clearly indicated on the statement rather than paid by special payroll check.

9.3 Pay Advance

Newly hired bargaining unit members with a start date no later than August 25th will have the option to receive a $1,000 advance payment on August 30th. The advance will be recouped from the bargaining unit member through a salary reduction by the Board in equal installments over the following eight (8) pay periods beginning September 15th. The Association acknowledges the advance is for the benefit of newly hired bargaining unit members under Section 9 under the Wage Payment and Collection Act.

9.4 Retirement

9.4.1 Retirement Incentive

The retirement incentive provided for in this Section is for the duration of this Agreement only, and applies only to an eligible any bargaining unit member who submits an irrevocable notice of retirement during the term of the Agreement.

Eligibility

Any bargaining unit member that meets all of the following criteria shall be eligible for the retirement incentive provided in this Section:

1. the bargaining unit member will have completed ten (10) school years or more of Illinois Teacher's Retirement System ("TRS") creditable service with the District;

2. the bargaining unit member will be eligible to retire under TRS with or without a discounted annuity at the end of the retirement incentive period below;

3. the bargaining unit member's retirement will not result in an additional TRS employer contribution to the District; and

4. the bargaining unit member submits to the Board by May 1st prior to the school year the bargaining unit member is first eligible to retire under TRS without a discounted annuity, an irrevocable notice of retirement electing to receive the retirement incentive beginning the next school year.

Incentive

The Board shall pay an eligible bargaining unit member under this Section a six percent (6%) retirement incentive, inclusive of any other increase in compensation, for each of their remaining years of service, up to a total of three (3) years.

The six percent retirement incentive shall be calculated based upon the bargaining unit member's previous year's combined total salary, including, but not limited to, base salary, Schedule B stipends, longevity, mentoring, and supplemental pay rate compensation (e.g. internal substitution, principal's temporary substitute), provided, however, that the bargaining unit member continues to perform the duties attributable to the assignment included in the combined total salary during the retirement incentive period. Any decrease in assignments from the previous year that is voluntary or due to the expiration of the assignment (e.g. task force work) will cause a decrease below the 6% incentive amount of compensation for the Schedule B or supplemental assignment. Bargaining unit members will be expected to work the same number of hours or days for supplemental assignments worked in the previous years (e.g. internal substitution, principal's temporary substitute, contract extension) that are offered by the Administration. The Administration will discuss supplemental assignments available to the bargaining unit member when a supplemental assignment has expired.

Release from Irrevocable Notice of Retirement

Upon occurrence of a life-changing event: e.g. death of spouse, divorce, grave illness of a child, etc., the prospective retiree may petition the Board to be release from the bargaining unit member's retirement resignation.

Contractual Salary in Lieu of Incentive

This retirement incentive shall not be available to any bargaining unit member whose retirement would give rise to an additional TRS employer contribution by the Board. In the event a bargaining unit member's contractual salary, independent of a retirement incentive, would be more than a six percent (6%) increase during the retirement incentive period, the bargaining unit member will receive the contractual salary and no retirement incentive.

9.4.2 Grant of Additional Sick Leave Days

The Parties recognize that there may be circumstances under which a lump sum grant of additional sick leave days in order to qualify a bargaining unit member for additional credited service recognizable by TRS may be in the best interests of not only the bargaining unit member but also the District. Consequently, the Association and the Administration shall identify those bargaining unit members qualified to retire under the early retirement option who might upon a grant of lump sum sick leave achieve sufficient years of credited service to avoid an early retirement option penalty. The Parties shall then analyze whether or not the payment required of the District by reason of making a grant of additional sick leave days beyond the normal annual allocation would exceed the penalty to be incurred by the District by reason of a bargaining unit member taking advantage of the early retirement option. Should TRS confirm that the ERO penalty would exceed the additional payment required of the District by reason of the grant of sick leave, the District shall grant such additional days of sick leave as would qualify the bargaining unit member for retirement without the imposition of an ERO penalty upon either the bargaining unit member or the District.

9.5 Licensed School Nurses

A school nurse with a Professional Educator License and endorsement in school nursing employed directly by the District shall be placed on the salary schedule and will be accorded existing rights given by the Illinois School Code.

9.6 Health Insurance

The Board shall contribute an amount to the Insurance Fund for each individual bargaining unit member toward insurance benefits. This contribution shall be reduced pro rata for any bargaining unit member who is employed less than full time. The Association shall be allowed an opportunity at new-hire paperwork sessions to discuss with bargaining unit members the matter of waiving individual health insurance coverage. The form to be used by a bargaining unit member to waive health insurance coverage shall be jointly agreed to by the Parties. The District and the Insurance Committee will continue to explore options to allow bargaining unit members access to alternative benefits.

The Board shall pay the following amounts toward individual premium cost per month for each bargaining unit member:

- For the insurance year July 1, 2023 through June 30, 2024, $725.
- For the insurance year July 1, 2024 through June 30 2025, $765.
- For the insurance year July 1, 2025 through June 30, 2026, $805.
- For the insurance year July 1, 2026 through June 30, 2027, $845.

It is the intent of the Parties that the full monthly individual premium cost during the term of this Agreement will be covered by Board contributions, utilizing the contributions outlined above and, if necessary, a small portion of previous Board contributions currently in the fund reserves. The amount the Board shall contribute in the future shall be determined through collective negotiations.

Moneys paid into the Insurance Fund shall first be used to offset the cost of individual coverage for plan participants. Any surplus contribution the Board makes shall be added to the Insurance Fund reserve. In no event shall the Board's contribution relieve bargaining unit members of responsibility for dependent coverage.

An Insurance Committee will be co-chaired by the Association president or designee and a District administrator. The Insurance Committee will consist of the two co-chairs and:

- (7) UFEA bargaining unit members appointed by the Association
- (2) UFSPA bargaining unit members appointed by UFSPA
- (2) Administrators
- (1) additional employee representing other employee groups
- (1) retiree, chosen by the retirees participating in the plan, pursuant to an election administered by the Administration

All Insurance Committee members shall be currently enrolled in the District health insurance plan. The co-chairs of the Insurance Committee will be responsible for scheduling meetings and preparing written information for the meetings.

The Insurance Committee will meet as necessary, but at least quarterly. The Insurance Committee will:

- Provide regular and timely communication to participants
- Monitor the Insurance Fund and the reserve balance so as to maintain a healthy fund balance of between 3 and 6 months of claims costs

- Recommend reductions or enhancements to the benefit structure based on industry standards, actuarial data, plan performance, claims history, the status of the Insurance Fund balance and other relevant data
- Consult with experts as needed and periodically participate with the District in rebidding of the Insurance plan
- Have access to all information and data needed to carry out their responsibilities, including master policies, benefit documents, claim procedures and experience, etc.
- Consider all options which are in the best interest of the plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs and the like
- Consider modifications of the benefits currently in effect, selection of insurance and stop-loss reinsurance carriers, selection of third party administrators, selection of managed care networks and brokers, management of accumulated reserves, selection of the funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.), establishment of premium levels for single and dependent coverage
- Educate plan participants concerning the Insurance Plan and the options and alternatives available to each participant

The Insurance Committee shall have authority to establish the benefit level, within the parameters set forth above. The Parties agree that any other change recommended by the Insurance Committee is subject to approval by the Parties.

9.6.1 Term Life Insurance

The Board shall provide individual premium cost per month per bargaining unit member to cover the cost of a term life insurance policy that is equal to the bargaining unit member's annual base salary, rounded up to the nearest $1,000, but no less than $50,000.

9.7 Travel Pay and Time Allowance

9.7.1

All bargaining unit members shall be reimbursed for travel expense at the current Internal Revenue Service rate for all approved mileage necessary to perform their assigned duties.

9.7.2

All bargaining unit members required to travel between buildings during the regular work day shall be allowed adequate time to relocate and travel safely. Bargaining unit members will be allowed at least the amount of time indicated on the Travel Time and Mileage chart in Appendix E to travel from one building to another. The Superintendent or designee and the Association president or designee shall, at the beginning of each school year, review the time demands for travel. A bargaining unit member may request a schedule review by the Superintendent or designee and Association president or designee during the first fifteen (15) school days of each semester or after any schedule change. Adjustments will be made for special assignments. Such travel time shall not be counted as either duty-free lunch or planning time.

9.8. Supplemental Pay Rates

Extra duties that appear on Schedule B will be added to the bargaining unit member's salary and shall be paid in equal installments each pay period. See Section 6.6.2.1 for posting requirements for Schedule B vacancies. Extra duties that appear in Section 9.8, Supplemental Pay Rates, shall be paid after completion of the assignment as a part of special

payroll. Bargaining unit members will be notified, preferably in writing, about opportunities for extra duty assignments shown below. Written notification is not required for Contract Extension – Pay Rate 6.

9.8.1 Supervision – Pay Rate 1

A bargaining unit member who voluntarily accepts an hourly assignment regarding the supervision of students attending events sponsored by the district which occur outside of the regular work day shall be compensated at the hourly rate listed below as Pay Rate 1. Examples of such work are event chaperone, pep bus monitor, and after-school intramural program supervisor.

9.8.2 In-Service Participation – Pay Rate 2

A bargaining unit member who participates in a district-sponsored in-service offered through the Professional Development Academy shall receive Board credit on the salary schedule based on one-half (1/2) hour of credit for each six (6) hours of in-service participation. In lieu of such salary schedule credit, a bargaining unit member may choose to be compensated at the stipend rate listed below as Pay Rate 2. At the time of enrollment for a particular in-service opportunity, a bargaining unit member shall designate the method of compensation to be awarded on a form provided by the district.

In-service may at times be provided using a "blended learning environment" model, utilizing face to face, virtual guided, and/or self-directed professional development delivery methods. This model will allow employees to complete professional development through the use of the bargaining unit member's contractually required flex time with no additional compensation to the employee. In the event sessions require time that takes place outside the regular work day, said employees will receive credit on the salary schedule or be compensated at the stipend rate listed below as Pay Rate 2.

9.8.3 Internal Substitution – Pay Rate 3

A bargaining unit member who is requested by the Administration to substitute for another certified bargaining unit member due to a lack of a regular substitute being hired and accepts such duty shall be compensated at the rate listed below as Pay Rate 3.

9.8.4 Curriculum Work/Supplemental Instruction – Pay Rate 4

A bargaining unit member who voluntarily accepts an hourly assignment to produce curriculum related materials which benefit the district or to provide supplemental instruction to students outside of the regular workday, such as driver's education, shall be compensated at the rate listed below as Pay Rate 4. It is understood that for each one-hour of instruction there will be twenty (20) minutes of paid plan time.

9.8.5 Clubs – Pay Rate 5

A bargaining unit member who accepts a leadership role as a sponsor of a club approved by Administration shall be compensated at the rate listed below as Pay Rate 5.

9.8.6 Contract Extension – Pay Rate 6

A bargaining unit member who voluntarily accepts an extended assignment requiring work to be performed beyond the regular 180-day work-year shall be compensated at the rate listed below as Pay Rate 6. It is understood that such work is determined to be necessary to the district and is essentially either an extension of the bargaining unit member's regular duties or is, by its nature, work that requires the application of unique skills and expertise which must be performed by the bargaining unit member accepting the additional work opportunity.

Notwithstanding any other provisions herein, the District reserves the right to determine how many days beyond the regular 180-day work year shall be required. Bargaining unit members shall be advised of the number of extended work days to be available following the end of the school year no later than December 1st of that school year and the number extended work days to be available prior to the beginning of the next school year no later than May 1st of the preceding school year.

If a bargaining unit member is advised that no additional workdays will be available to accomplish work that is determined to be necessary by the District, they may choose to work with their administrator to select a flexible work schedule that will allow for work to be completed before and/or after the regular 180-day work year, while not extending the bargaining unit member's work year beyond 180 days.

Assignment	Additional Days	Notes
High School Counselors	7 days each *	
Middle School Counselors	5 days each *	
Agriculture Teachers	Up to 40 days District-wide	
Industrial Technology Teachers	Up to 5 days each	to clean and repair machinery
Inter-Agency Cooperative Education (I.C.E)	15 days each	to ensure proper placement of students and to conduct follow-up interviews with employers at the end of the school year
Special Education Cooperative Learning Teachers	10 days each	to ensure proper placement of special education student in work positions and to conduct follow-up interviews with employers at the end of the school year
High School Activities Directors	5 days each	to establish and close down accounts for the school year
Psychologists/Social Workers	10 days each *	
High School Media Specialists	10 days per high school *	
Middle School Media Specialists	2 days per middle school	
Elementary School Media Specialists		Provided substitutes for 3 days in each building to complete year-end IMC duties
ISBE Licensed School Nurses	4 days prior to school year each*	
Assistive Technology Specialists	Up to 20 days each (10 days prior to and 10 days after the school year)	In lieu of compensation, may select a flex-schedule on a day/days agreed to at least 48 hours in advance with supervisor and equal to all time spent at each meeting

* *Each year, these bargaining unit members shall work with their building administration to establish the number of days each would like to work. Bargaining unit members should submit to their administrator, in writing, the number of their approved days they would like to work. During this process, If it is determined that a bargaining unit members prefers not to work any additional time, the days which would be allotted to that bargaining unit member shall be divided among those who wish to work.*

9.8.7 Principal's Temporary Substitute - Pay Rate 7

On occasions when a principal must be out of the building, the duties of a principal may be undertaken temporarily by bargaining unit members. The position of "Principal's Temporary Substitute" will be posted in each building at the beginning of the school year so that all interested bargaining unit members may apply. When the need arises, Principal's Temporary Substitutes will be selected from the pool of applicants. Preference will be given to bargaining unit members with a Professional Educator License with an administrative endorsement or individuals working on that endorsement.

9.8.8 Delivery of Professional Development Instruction or Training – Pay Rate 8

A bargaining unit member who delivers training or instruction to other staff outside of the school day will be compensated at the rate listed below as Pay Rate 8. If the preparation for the training is part of their regular work day, the bargaining unit member will be paid only for the actual instruction time. If the preparation is not part of their regular work day, the bargaining unit member will be paid for the instruction time and for two hours of preparation time for each one hour of instruction. It is understood bargaining unit members providing such training and instruction may be expected to complete paperwork and other related responsibilities when providing such training and instruction, such as:

- provide instruction to the participants for the full number of hours indicated
- make sure participants sign in each time they arrive at a class
- provide paperwork and sign-in sheets as necessary to the District
- distribute evaluation forms to participants during the last 15 minutes of the class or training
- complete all necessary paperwork and return them to the District

Training or instruction may at times be provided using a "blended learning environment" model, utilizing face to face, virtual guided, and/or self-directed delivery methods often using technology. This model allows employees to complete professional development through the use of the bargaining unit member's contractually required flex time with no additional compensation to the employee who participates in the training or instruction. In the event the Administration approves in advance the creation or delivery of the training, instruction or professional development outside the regular work day, those employees creating or delivering the training or instruction will be compensated at the rate listed below as Pay Rate 8 for the number of hours approved by the Administration.

9.8.9 Required Professional Training – Pay Rate 9

A bargaining unit member required by the Administration to attend professional training in order to teach a course or subject (e.g. AP course, Technology or Computer Science aligned with Project Lead the Way) will be compensated at the rate listed below as Pay Rate 9 per hour up to eight hours per day.

9.8.10 Supplemental Pay Rates

The following rates shall be applicable for the term of the Agreement. Multipliers are calculated on the "base" pay, or Lane 1, Step 1 of Schedule A.

PAY RATE	PURPOSE	AMOUNT
Pay Rate 1	Supervision	.0006 of base per hour
Pay Rate 2	Professional Development	.00065 of base per hour
Pay Rate 3	Internal Substitution	.0009 of base per period at the Middle School and High School and .00045 of the base per 25 minute increment at the Elementary School
Pay Rate 4	Curriculum Work/Supplemental Instruction	.0009 of base per hour
Pay Rate 5	Clubs	.0053 of base per club per year
Pay Rate 6	Contract Extension	Per Diem (1/180th of Schedule A Salary)
Pay Rate 7	Principal's Temporary Substitute	.0030 of base per day
Pay Rate 8	Professional Development Instruction/Training	.00075 of base per hour
Pay Rate 9	Required Professional Training	.00095 of base per hour up to 8 hours per day

9.8.11 Release of Supplemental Assignment

The Parties acknowledge that Schedule B assignments are at-will. However, without changing said at-will employment status, the Board agrees the Schedule B form developed by the Schedule B Committee and attached hereto as Appendix F will be used by the building administration. If a bargaining unit member wishes to be relieved of a Schedule B assignment, said member shall make a written request. Upon receipt of said request, the building administrator shall begin the posting process as outlined in Section 6.6.2.1 within seven (7) days.

Members on Sabbatical for Recipients of Distinguished Educational Award will also be on leave from their Schedule B assignment and will be returned to the same Schedule B assignment that was held by the bargaining unit member prior to the leave, provided that position still exists.

9.9 Pro-rated Benefits

Benefits for each part-time bargaining unit member who becomes less than half-time shall be on a pro-rated basis.

9.10 Benefits

The Parties agree that any benefits relating to wages, hours, or conditions of employment as set forth in this Agreement which are enlarged as the result of enactment of statutes by the General Assembly of Illinois shall be incorporated into this Agreement, provided, however, that in a similar manner the Board shall receive the benefit in any agreement if any benefits as provided in this Agreement are diminished by the enactment of statutes by the General Assembly of Illinois. This provision applies to those benefits which have been mandated by the General Assembly of Illinois, and nothing herein shall require the Parties to incorporate any benefits which have been made optional by statute.

ARTICLE X: LEAVES

10.1 Paid Leaves

10.1.1 Sick Leave

Each bargaining unit member shall be granted the following sick leave days, prorated for part-time bargaining unit members, which shall entitle the bargaining unit member to be absent for reasons as defined below without loss of pay. Unused sick leave days shall accumulate and may be used for appropriate causes as needed up to the accumulated amount. Each bargaining unit member shall be granted sick leave days each year as follows:

Years of consecutive full-time employment completed with the District	***Sick leave days***
Nine (9) years or less	*Twelve (12)*
Ten (10) to nineteen (19) years	*Fourteen (14)*
Twenty (20) years or more	*Sixteen (16)*

Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for the purpose of this article shall include parents, legal guardians, children, spouse, partner to a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, or a licensed physician assistant as proof of illness or fitness to resume duties after any absence. If the Board does require a certificate as the basis for pay during a leave of less than three (3) days, the Board shall pay from District funds the expenses incurred by the bargaining unit member in obtaining the required certificate.

The Board or appropriate administrator shall furnish each bargaining unit member, within thirty (30) days of the commencement of school, a written statement setting forth the total sick leave credit.

10.1.1a Sick Leave Bank

Once per school year each member of the bargaining unit may voluntarily transfer one (1) day of accumulated sick leave to a Sick Leave Bank. Bargaining unit members who begin employment after the start of the school year have up to ten (10) working days to voluntarily transfer one (1) day of their sick leave allowance to the Sick Leave Bank. Sick Leave Bank allowance will be prorated (using established practice of pro-ration-allowance (30) / days in school year (180) x working days) to reflect the number of days of Sick Leave Bank a late starting bargaining unit member may use in that school year.

Any bargaining unit member who contributes to the Sick Leave Bank, who exhausts their accumulated sick leave, and who is absent for more than three (3) consecutive work days with their own illness or disability, or whose spouse, party to a civil union, or child has entered hospice care, may apply for the use of days from this Sick Leave Bank. Any bargaining unit member meeting the above criteria who has submitted an irrevocable letter of retirement and who has received Board approval for retirement may access the sick leave bank prior to

exhausting their own sick leave. Use of these days must be during the year the bargaining unit member contributes to the bank.

A Sick Leave Bank request will be forwarded to the president of the Association who will approve or deny the request and then forward the request to the Administration for approval. Such request must be accompanied by a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, or a licensed physician assistant. If the request for use of days from the Sick Leave Bank is approved, the day(s) granted will be applied retroactively to include the three (3) days preceding the request.

Members of the bargaining unit will be allowed to use up to thirty (30) days from the Sick Leave Bank at any one time. After a member has exhausted the thirty (30) days, in cases of catastrophic illness, the bargaining unit member may request up to thirty (30) more days. A member must give a reason for the additional request of sick bank days and provide an updated physician's note, and additional days will be approved or denied by a committee consisting of the Superintendent or designee and the Association president or designee.

If there are any unused days in this Sick Leave Bank at the end of the school year, they will be carried over into the next school year.

The Sick Leave Bank database will be maintained cooperatively between the parties. The information will be shared between the Parties and the official copy will be housed at the district office.

10.1.1b Use of Sick Leave for Birth, Adoption, Placement for Adoption, or Acceptance of a Child in Need of Foster Care

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

Bargaining unit members may use up to thirty (30) consecutive days of their own accumulated sick leave for the birth of a child even if such absence is not related to the need to recover from childbirth. Such use of sick leave for the birth of a child does not require medical certification and may be used at any time within the 12-month period following the birth, and may not be diminished as a result of any intervening period of nonworking days or school not being in session, such as for summer, winter, or spring break and holidays.

Bargaining unit members may use up to thirty (30) days of their own accumulated sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care. The Board may require a bargaining unit member to provide documentation that the formal adoption or foster care process is underway. Such use of sick leave need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care.

The bargaining unit member will not be allowed to use medical leave for the purposes as described above.

10.1.1c Procedure for Use of Sick Leave for Less than One-Half the Normal Scheduled Workday

Bargaining unit members should make arrangements outside the normal scheduled workday for medical appointments whenever possible. Covering an assignment during such absence may be difficult in some situations, and in some cases it may be necessary to employ an external substitute. Since external substitutes are usually employed for a half-day minimum, it may be necessary for a bargaining unit member to take a one-half (1/2) day of sick leave for such absence. Sick leave or absences for medical appointments of less than one-half (1/2) the normal scheduled workday shall be handled as follows:

- The building principal or designee may grant permission for a bargaining unit member to leave the building for a period of time which is less than one-half (1/2) the normal scheduled workday, but in increments of no less than fifteen (15) minutes, for sick leave or medical appointments as described in 10.1.1.
- Such time away from the building must be recorded by the bargaining unit member.

10.1.1d Unused Sick Leave Per School Year

Bargaining unit members who use less than one full day of sick leave in any given school year shall be given the option of having one (1) additional day added to their accumulated sick leave or receiving a stipend of $100.

10.1.2 Personal Leave

Each bargaining unit member shall be granted two (2) days annually for personal leave. Such days may be granted as either full or half-days. Unused personal leave will be added to a bargaining unit member's accumulated personal leave and/or sick leave at the end of each school year. Bargaining unit members may not accumulate a total of more than four (4) personal days.

Personal leave days may not be taken the first five (5) or last five (5) days of the school year, the day before or after an extended break (Thanksgiving, Winter and Spring), or on parent/teacher conference days. A forty-eight (48) hour advance written notice should be given to the building principal when taking a personal leave day except in emergency situations. No reason other than "personal" is to be given when taking a personal leave day.

In the months of April, May and June, no more than three (3) bargaining unit members or five percent (5%) of the homebased staff per building, whichever is greater, may be absent on any given day (including restrictions above) due to personal leave.

It is understood that the prohibitions and conditions of personal leave use do not apply in instances of personal leave day requests for religious purposes. Leave without pay may be granted by the building administrator. Unless circumstances warrant, leave without pay should not be requested immediately prior to or immediately following a holiday or vacation. A bargaining unit member granted a leave without pay shall have their pay reduced at a per diem rate based on the number of days paid in the current contract year. See the appropriate Board Policy for further clarification.

An exception to the prohibited personal leave days set forth above may be granted by a decision of the Superintendent or designee in consultation with the Association president or designee. Exceptions will be granted on rare occasions based upon the following guidelines:

1. the request must be submitted in writing to the Director of Human Resources at least ten (10) calendar days before the date the bargaining unit member wants to use a personal day

2. the written request must set forth the reason the exception

3. the request must be for a significant once-in-life time event for which the bargaining unit member has no control over the scheduling

4. no request will be approved for vacation or recreational purposes

5. the request shall be approved or denied at the discretion of the Superintendent or designee in consultation with the Association president or designee. The decision shall be final and will not be subject to the Grievance process outlined in this Agreement.

10.1.3 Professional Leave

A bargaining unit member may request professional leave day(s) for professional development activities. The bargaining unit member shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

10.1.4 Association Leave

The Association president shall be released from all normal duties relative to their bargaining unit position, and Schedule B duties as per the by-laws of the Association. Other designees of the Association president may be released for an aggregate total of forty (40) days. The Association shall reimburse the District for the cost of substitutes for the designees.

In the case of the Association president, however, the Association shall reimburse the District the actual cost of replacement, not to exceed the amount found at Step 5 of that lane of the salary schedule appropriate for the replacement. The Association will make two payments to the District to cover the cost of the president's salary – one payment for half the amount on October 15 and a second payment for the remainder on May 1.

Following service as president, the bargaining unit member shall be reinstated to the same position and duties, including Schedule B assignments, as held before being released from duties, providing that the position(s) continues to be authorized.

10.1.5 Leave for Additional Education

A maximum of two (2) bargaining unit members per year may be allowed a leave under the following conditions:

- The bargaining unit member has been actively employed by the District for seven (7) consecutive years in a full-time capacity.
- A leave will consist of twelve (12) months, and a member granted such leave will be entitled to one-half pay based on the salary of the nine (9) month bargaining unit member during the year of the leave. This is to be one-half (1/2) of the bargaining unit member's base salary and does not include any special increments.
- To qualify for a leave, a bargaining unit member must have earned a master's degree on personal time and effort or must have earned the approximate equivalent of an advanced certificate.
- Health insurance and major medical benefits may be purchased by the bargaining unit member during the leave at the group rate.
- A member granted a year's leave of absence must return and work for two (2) additional years in the District or refund the leave pay to the Board.

- A member granted a leave will return to the District in a vacancy available at that time and at the salary listed in the salary schedule.
- A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

10.1.6 Sabbatical for Recipients of Distinguished Educational Award

Any bargaining unit member who is the recipient of a Golden Apple Award or such other educational award which in the judgment of the Superintendent is of similar distinction may as an alternative to the "Leave for Additional Education" provided in section 10.1.5 of the Negotiated Contract be allowed a leave to pursue additional educational opportunities afforded to the bargaining unit member as part of the award, subject to the following conditions:

- The leave will consist of one (1) semester, during which time the bargaining unit member will continue to receive their base salary, not including any special increments.
- To qualify for the leave, the additional educational opportunities afforded to the bargaining unit member must be part of the award.
- Health insurance and major medical benefits will be provided to the bargaining unit member during the leave
- After the leave, the bargaining unit member must return and work for two (2) additional years in the District or refund the leave pay to the Board.
- After the leave, the bargaining unit member will be returned to the same position that was held by the bargaining unit member prior to the leave, provided that position still exists. If the position held by the bargaining unit member prior to the leave no longer exists after the leave (e.g. a grade level section has been cut), the Board will make every effort to return the bargaining unit member to a position similar to the position held by the bargaining unit member prior to the leave.
- A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

10.1.7 Bereavement Leave

A bereavement leave will be granted which would allow a bargaining unit member to be absent for up to three days to deal with funeral matters of the immediate family as defined in 10.1.1. These days will not be charged against the bargaining unit member's sick leave allotment.

10.1.8 Emergency Leave

Members of the bargaining unit may request up to fifteen (15) days of emergency leave to accommodate extreme situations even if personal leave has not been exhausted and other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

10.2 Unpaid Leaves

Short descriptions of leaves may be found on the Leave Summary (see Appendix C). This summary shall not be grieved and is included in this Agreement strictly for informational purposes. Unpaid leaves of absence shall not exceed two (2) years for any one (1) bargaining unit member.

At the expiration of the leave period the Board will make every effort to offer the bargaining unit member the same or similar position as that which was held prior to the leave of absence. A bargaining unit member must

work at least ninety (90) school days or one semester, whichever is less, in one (1) school year to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

10.2.1 Medical Leave

Each full-time bargaining unit member shall be entitled to ten (10) days medical leave annually.

Bargaining unit members employed for more than the regular nine (9) months of school shall be entitled to extra days of medical leave based upon one (1) day for every additional month or major fraction thereof.

Unused days of medical leave shall accumulate up to a maximum of one hundred twenty (120) days usable in any one (1) year for nine (9) month bargaining unit members and a proportionate increase for extended contracts.

Medical leave may only be used for personal illness and is not granted for any other reason.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, or a licensed physician assistant as proof of illness or fitness to resume duties after any absence.

During a leave for personal illness in any bargaining unit member's contract year, the medical leave days the bargaining unit member would otherwise be entitled to for that year will not be affected.

During the period of time a bargaining unit member is utilizing medical leave benefits, the Board will maintain the health insurance coverage for said member, if allowable by the insurer.

Medical leave is terminated on the last day of each bargaining unit member's contract year, and such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the District while on this leave.

10.2.2 Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

A request for a leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor’s certificate as proof of disability.

The beginning date of a leave for personal illness is the first working day the bargaining unit member is absent for illness, after all sick and medical leave days are exhausted.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said bargaining unit member through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board’s contribution will be an option of the bargaining unit member by remitting the premium on a

monthly basis; however, the last day of coverage will not be extended beyond the last day the bargaining unit member is considered employed by the Board, unless the bargaining unit member is eligible for coverage as a retiree.

Leave for personal illness will be terminated on the last day of each bargaining unit member's contract year. Such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

10.2.3 Family Hardship Leave

The Board may grant a bargaining unit member a leave of absence without pay for a specified period of time with a two (2) school year maximum. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

A bargaining unit member shall not be eligible for sick leave pay during the period of a family hardship leave, nor will a member be eligible for hardship leave if the bargaining unit member has applied for or used sick leave, medical leave, and/or personal illness leave in reference to the reason that hardship leave is being requested.

All benefits available to a bargaining unit member shall be suspended during a family hardship leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993. The bargaining unit member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the District.

A bargaining unit member will retain tenure status during a family hardship leave of absence. A non-tenure bargaining unit member who is granted a family hardship leave will be considered as having continuous employment interrupted and, therefore, shall continue in a probationary status until the requirements outlined in the Contractual Continued Service section of the Illinois School Code are met.

A bargaining unit member granted a family hardship leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to their position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before February 1. Failure of the bargaining unit member to make proper notification by February 1 will terminate that person's further employment in the District.

At the expiration of the leave period the bargaining unit member shall be placed in an available position for which the bargaining unit member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave. Should the Board determine not to place the bargaining unit member in the same or similar position held prior to the leave of absence, the Administration shall notify the Association President and discuss the considerations for not placing the bargaining unit member in the same or similar position. A bargaining unit member must work at least ninety (90) school days in one school year or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

10.2.4 Parental Leave

The Board may grant a bargaining unit member a parental leave without pay for a specified period of time with a two (2) school year maximum.

All benefits available to a member shall be suspended during a parental leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the bargaining unit member shall not advance on the salary schedule for the year(s) in which the leave is taken. The bargaining unit member may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the District.

A bargaining unit member granted a parental leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said bargaining unit member requests to return to their position. For bargaining unit members on a leave during the second semester, the request to return must be received by the secretary of the Board on or before February 1. Failure of the bargaining unit member to make proper notification by February 1 will terminate that person's further employment in the District.

A bargaining unit member will retain tenure status during a parental leave of absence. A non-tenure bargaining unit member who is granted a parental leave will be considered as having continuous employment interrupted and, therefore, shall continue in a probationary status until the requirements outlined in the Contractual Continued Service section of the Illinois School Code are met.

At the expiration of the leave period the bargaining unit member shall be placed in an available position for which the bargaining unit member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave. Should the Board determine not to place the bargaining unit member in the same or similar position held prior to the leave of absence, the Administration shall notify the Association President and discuss the considerations for not placing the bargaining unit member in the same or similar position. A bargaining unit member must work at least ninety (90) school days or one semester, whichever is less, in one (1) school year to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

10.2.5 Planned Extended Leave

The Board may grant a bargaining unit member a leave of absence for a specified period of time with a two (2) school year maximum.

Requests for leaves must be made in writing at least thirty (30) calendar days before the leave would begin. Leaves will not be granted to allow employment in another school district or teaching at an educational institution. A specific reason for the leave must be given. Tenured status shall not be impaired by virtue of the leave. A bargaining unit member will not receive experience credit for the year of the leave. Tuition waivers may be granted to a bargaining unit member on such a leave. Health insurance and major medical benefits (if allowable by the insurer) may be purchased by the bargaining unit member during the leave at the group rate.

Upon completion of the leave, the bargaining unit member shall be placed in an available position which the bargaining unit member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave.

A tenured bargaining unit member granted a planned extended leave of absence will be required to notify the secretary of the Board in writing stating whether or not said tenured bargaining unit member requests to return to their position for the next school term. This request must be received on or before February 1. Failure of the bargaining unit member to make proper notification by February 1 will terminate further employment in the District.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

10.3 Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

A bargaining unit member who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the bargaining unit member's seniority, tenure track, and other benefits shall continue to accrue. A bargaining unit member who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the 3 years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that the bargaining unit member received for the rated period immediately prior to absence on military leave.

During periods of military leave for annual training, the bargaining unit member shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, public employees shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.

2. Differential compensation shall not be paid for active service without pay.

3. Bargaining unit members who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

At the expiration of the leave period, the bargaining unit member shall be placed in an available position for which the bargaining unit member is qualified to fill, except in case of reduction in force of staff that could affect reemployment of staff on leave. Should the Board determine not to place the bargaining unit member in the same or similar position held prior to the leave of absence, the Administration shall notify the Association President and discuss the considerations for not placing the bargaining unit member in the same or similar position.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

ARTICLE XI: EFFECT OF AGREEMENT

11.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the Parties. The terms and conditions may be modified only through the written mutual consent of the Parties.

11.2 Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

11.3 Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

11.4 Duplication of Agreement

Within thirty (30) calendar days after ratification by both Parties, the Board shall make available a clean copy of the Agreement and post the Agreement to the District website.

11.5 Term of the Agreement

Following ratification of this Agreement by the members of the Association and final approval by the Board, this Agreement shall be effective the first day of the 2023-2024 school year and shall continue in effect until the last day prior to the first day of student attendance of the 2027-2028 school year.

ACCEPTANCE OF AGREEMENT

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives on this _____ day of _____, 2023.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

By:_____
Secretary

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

By:_____
Secretary

LETTER OF UNDERSTANDING

C.A.R.E.S (Collaborative Action and Resources for Educational Success)

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") agree to review the Collaborative Action and Resources for Educational Success (CARES) program during each school year.

The purpose of the review will be to:

- establish, based on annual figures, the number of case managers required at each building
- assess the equitable distribution of case load and the adequacy of compensation, which is currently 0.005 of the base per case
- establish procedures, consistent across the District, for reporting cases

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Administrative Outreach Billing and Direct Service Claiming

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that monies from Medicaid Matching Dollars will be generated annually and dispersed to the District. The Parties further recognize the role of District bargaining unit members, including speech & language pathologists, psychologists and social workers, in securing these funds through providing services and completing record for use by a third-party administrator. In as much as the Parties pledge to expend these funds in a manner that will have the greatest impact on educational quality, the following is agreed:

1. A committee shall be established with regular member terms of one (1) year and shall meet at least quarterly.

2. The committee shall provide input regarding the use of the Administrative Outreach Billing and Direct Service funds and expend those funds accordingly.

3. The committee composition shall be two (2) administrators (special education administrators or designee(s)) and four (4) UFEA-appointed representatives with at least one (1) individual being a psychologist and one (1) individual being a social worker, and (2) individuals being a speech and language pathologist. The committee shall also include an occupational therapist or a physical therapist from the unorganized professional staff.

4. The committee may establish goals for use of the money.

5. In making its recommendations to the District, the committee shall use shared knowledge including, but not limited to, a historical perspective of the amount of money obtained and a review of quarterly accounting and records regarding how those monies have been used in the past, information on how monies may be legally allocated, etc.

6. The District will share with the UFEA President, at least quarterly, information related to how monies have been allocated and used.

7. The staff who participate in documentation of services for direct fee for service billing will have the opportunity to allot time for completing their service entry. Time will be provided in their monthly related service group meetings with special education administrators and related service staff will be allowed to allot up to 15 minutes per day as part of their schedule.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Schedule B

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that Schedule B positions may need to be adjusted and re-evaluated for a variety of reasons, especially in multi-year contracts. A committee shall be established to address these needs. The committee will meet at least once per year, but may meet more often as needed. The committee shall not engage in collective bargaining but rather consensus building. The recommendations, if any, reported by this committee will be provided to both the Board and UFEA.

The purpose of the committee will be:

- To collect data to consider new positions.
- To collect data to use to evaluate existing positions and pay rates.
- To develop minimal expectations/requirements for schedule B positions.
- To consider student safety issues in regards to Schedule B positions.
- To explore professional development opportunities for schedule B employees.

The committee will be co-chaired by the Superintendent or designee and Association president or designee. It will also consist of the following members:

- Five (5) administrators appointed by the Superintendent
- Five (5) bargaining unit members appointed by the UFEA president

Any new positions, job descriptions, and stipends brought to the committee for approval will require consensus of the Schedule B committee and approval by the Board and Association. The position, or changes, may commence at the mutually agreed upon date.

The Parties acknowledge that the Board retains the rights to eliminate positions or to add positions subject to the Board's duty to bargain in good faith the compensation for any new position. Should the Board determine that financial circumstances warrant a reduction in Schedule B expenditure, the committee shall have the opportunity to recommend the allocation of the limited Schedule B resources.

When a bargaining unit member and a non-bargaining unit member are equally qualified in all respects for a Schedule B position, the bargaining unit member will be hired.

The committee will work with the evaluation committee to develop an evaluation instrument for Schedule B positions.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS	**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**
By:_____	By:_____
President	*President*
Date:_____	Date:_____

LETTER OF UNDERSTANDING

Professional Learning Communities

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize the need to provide bargaining unit members with opportunities for professional collaboration and with time to complete important work such as analyzing and using data in instruction and assessment. Therefore, the Parties agree to the following:

Definition:

A PLC is a group of professionals engaged in action research focused on improving student outcomes.

Administration agrees not to use PLC time to:

- Distribute information about district initiatives or programs, etc.
- Assign book studies.
- Create tasks to be completed prior to, or following, scheduled PLC meetings.
- Hold faculty meetings.

For Building PLC groups Administration and UFEA will collaborate to establish:

- Teams
- Timelines
- Goals and projected outcomes

The District PLC Committee will consist of the following members:

- Superintendent or designee, Co-Chair
- President of the Association or designee, Co-Chair
- Six (6) Administrators to be appointed by the Board
- Six (6) bargaining unit members appointed by the Association

The District PLC Committee will:

- Develop training as needed
- Review the process and scheduling at least annually

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Leave Replacements for Extended Absences

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that a bargaining unit member who is suffering from a debilitating illness may not be able to fulfill their professional educator responsibilities for one year or longer. The Parties further recognize that it may be in the best interest of the students to employ a leave replacement in these situations rather than a long-term substitute. Therefore, the Parties agree to the following:

1. The District may hire a leave replacement regardless of the bargaining unit member's leave status.

2. In the event the bargaining unit member is able to return to their responsibilities prior to the end of the school year, the leave replacement may be assigned to co-teach or fulfill the duties of the position cooperatively with the bargaining unit member for the remainder of the school year or be assigned to fulfill other teaching responsibilities or professional duties at the discretion of the Board.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Induction and Mentoring

The Unit Five Education Association and the Board recognize the research associated with recruiting and retaining bargaining unit members. This research indicates the most effective strategy includes induction and mentoring programs for new bargaining unit members. Therefore, the District agrees to maintain an induction and mentoring program for bargaining unit members through the 2026-2027 school year to include:

1. The requirements in Article 21A of the School Code and its implementing regulations (23 Ill. Adm. Code 65.10 et seq.).
2. An established criterion for the selection of mentors providing all qualified bargaining unit members equal access to the application program.
3. All mentors must meet the following criteria:
    a. Mentors must have two years of professional educator experience in the District.
    b. A minimum of two overall ratings of excellent or proficient evaluations.
    c. Completion of the District Mentoring Professional Development class or its equivalent.
    d. Participation in District level professional development activities.
    e. Participation in District activities and/or committees; i.e. curriculum committees.
4. An application process for mentors.
5. A selection process that is fair and equitable.
6. A method for matching mentors and mentees that is conducive to meeting and to providing content, building, area and/or grade level support.
7. Mentor Requirements:
    a. Payment for mentors at a rate of 0.013 of the base per mentee.
    b. Mentors will only be assigned one mentee per year unless approved by the Mentoring and Induction Committee.
    c. Payment shall be contingent upon completion of fifteen (15) hours of contact time between the mentor and mentee.
    d. New bargaining unit members and their mentors will be provided the mentoring expectations and guidebook that include monthly meetings, professional practice visitations and evaluation of the mentoring program.
    e. Two professional practice visitations to be completed during the first year of the mentee contract.
    f. Participation in Orientation meetings in August.
    g. Completion of professional practice visitation feedback forms to provide basis for mentor/mentee debrief.
    h. Completion and submission of payment form and evaluation to appropriate director.
8. Mentee Requirements:
    a. Participation in Orientation meetings in August.
    b. New bargaining unit members and their mentors will be provided the mentoring expectations and guidebook that include monthly meetings, professional practice visitations and evaluation of the mentoring program.
    c. New bargaining unit members will be compensated for the optional district new educator meetings per the contractual rate for professional development (pay rate 2).

Due to changes in State law regarding a medical review for students being evaluated or reevaluated for special education services and for other reasons, the District has expressed a preference for hiring nurses who have a Professional Educator License ("PEL") endorsed for school support personnel for school nurse. However, should the Board of Education decide to employ a nurse without a PEL with such endorsement:

1. Nurses with a PEL endorsed for school support personnel for school nurse shall not be required to supervise or evaluate the performance of nurses without a PEL endorsed for school support personnel for school nurse.

2. Should the District desire nurses with PELs endorsed for school support personnel for school nurse to provide mentoring or training of nurses without a PEL endorsed for school support personnel for school nurse, it will follow the posting and other requirements of Section 6.6 of the Negotiated Contract. Any such assignment will be voluntary and will be compensated in the amount of 0.013 of the base per mentee per school year.

This agreement is in no way meant to eliminate or reduce the Board of Education's opportunities to apply for grants related to induction and mentoring or its participation in partnerships that would enhance the district's induction and mentoring program.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Special Education Workload Plan

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District"), in cooperation with the Unit Five Education Association-IEA/NEA ("UFEA") agree to the following "workload plan" as mandated in 23 Ill. Admin. Code 226.735.

Purpose

The purpose of the Plan is to ensure that students with individualized education plans (IEPs) are provided with the free, appropriate education to which they are entitled. The Plan further ensures that all services required under the students' IEPs, as well as all needed support services, can be provided at the required level of intensity.

Special Educator

For purposes of this Plan, "Special Educator" shall include all District personnel who are responsible for the direct supervision of special education services, related services, and/or supports. The following positions are covered under this Plan:

1. Special Education Teachers
2. Speech Language Pathologists
3. School Psychologists
4. School Social Workers
5. Occupational Therapists
6. Physical Therapists
7. Occupational Therapy Assistants
8. Physical Therapy Assistants

This plan does not apply to special educators that are employed by an outside agency who may perform services in the District.

Class Size

The District is committed to complying with the class size limits set forth by the Illinois State Board of Education. See 23 Ill. Admin. Code, Sections 226.730, 226.731, and 226.735. For purposes of this Plan, "Class Size" is defined as the total number of students an educator services during any special education class. In the formation of special education classes, consideration shall be given to the age of the students, the nature and severity of their disabilities, the educational needs of the students, and the degree of intervention necessary.

Workload Analysis

At a minimum of 4 times per year, the District's administrative personnel will analyze and review the activities of the District's Special Educators to ensure that all special education services are being provided at the requisite level of intensity.
The following four components may be used to analyze workloads of the District's Special Educators and are addressed by this Plan:

1. Individualized instruction;
2. Consultative services and other collaboration among staff members;
3. Attendance at IEP meetings and other staff conferences; and
4. Paperwork and reporting

Items 1 and 2 will be analyzed at a minimum four times per year. Items 3 and 4 will be analyzed annually or as part of reporting concerns regarding workload by special educators.

1. *Individualized Instruction*

Individualized instruction is the amount of instructional services needed to meet the unique needs of each student and/or the unique instructional delivery system in each program. The amount of direct service minutes delineated on each student's IEP will be taken into account.

The Plan analysis for individualized instruction shall include data collected on Special Educators employed by the District. The number of instructional minutes or number of students served for each Special Educator shall be calculated and reviewed with his/her special education administrator and the Director of Special Education at least 4 times per year.

Analysis of individualized instruction also may consider:

- Direct IEP service minutes
- The number of students served
- Class size
- Class groupings
- Individual and master schedules
- Service delivery models
- Severity and variety of student needs
- Amount of instructional services needed to meet unique needs of each student
- Lesson planning time
- Preparation and modification of instructional materials
- MTSS and problem-solving activities

2. Consultative Services and Other Collaboration Among Staff

Consultative services may be indicated on a student's IEP and refer to the amount of minutes delineated for a Special Educator to consult with service providers to effectively deliver services required under the student's IEP. Consultative services also refer to the amount of time needed to discuss a student's instructional program with staff members, administrators, parents, and private providers on behalf of the student. Additional collaboration may include, but is not limited to, team meetings, modeling and training with team members (including paraprofessionals), problem-solving meetings, parent communications, and instructional service modifications and accommodations (including assistive technology and programming augmentative communication devices).
Analysis of consultative services and other collaboration among staff members also may include, but is not limited to:

- IEP consultative minutes
- Time needed to develop FBAs and BIPs
- Time needed for meetings to address significant behavior
- Communication and collaboration with general education teachers, parents, support staff, and others as determined by the needs of the student
- Observation
- Modeling and training
- Material modifications/adaptations

3. *Attendance at IEP Meetings and Other Staff Conferences*

Special Educators are required to participate in student IEP meetings, including annual reviews, transition meetings, three-year re-evaluations, domain meetings, and problem-solving meetings. Staff and parent conferences pertaining to the planning of special education services and/or the review/analysis of data driven student interventions may also be considered as part of the workload time analysis for Special Educators. The majority of these meetings are held during the workday.
Analysis of attendance at IEP meetings and other staff conferences may include:

- Number and typical length of time for IEP meetings
- Number and typical length of time for team and problem-solving meetings
- Staff conferences, grade-level team meetings, and departmental meetings pertaining to the planning of special education services and/or the analysis of student data
- MTSS and problem-solving meetings

4. *Paperwork and Recording*

The compilation of information and data required to complete each student's IEP and evaluations should be considered as part of a Special Educator's workload.
Analysis of paperwork and recording may include:

- Estimation of time to complete IEP forms
- Estimation of time to complete quarterly goal updates
- Estimation of time to complete case notes
- Estimation of time to complete consultation reports and evaluation reports

Each Special Educator will be provided 1 release day (IEP writing day) per school year to assist in completing IEP paperwork. In addition, paid work sessions with support from special education administration may be held outside of the contract day.

Schedule Reporting

Each Special Educator shall submit a schedule to his/her principal and special education administrator within ten (10) school days of the start of the school year, or within ten (10) school days of any schedule change.

Reporting Concerns Regarding Workload by Special Educator

All concerns regarding workload must be made on the basis that the Special Educator is unable to ensure that all services required under students' IEPs, as well as needed ancillary and support services, can be provided at the requisite level of intensity. If a Special Educator has a concern regarding workload, the following will occur:

a. The Special Educator will schedule a meeting with their direct special education administrator and/or principal to discuss the concern.
b. Prior to the meeting, the Special Educator will submit to the special education administrator and/or principal a summary of the concerns in writing, accompanied by a daily schedule and other data/documentation that shows the Special Educator's workload is unmanageable.
c. The special education administrator and/or the principal, will discuss the concerns with the Special Educator and review the Special Educator's workload.
d. The special education administrator, and the principal, will discuss the information presented during the meeting with the Special Educator, as well as any potential changes to the Special Educator's workload.
e. The special education administrator and/or the principal, will make changes that they deem necessary and communicate the outcome to the Special Educator.

This plan is expressly excluded from any grievance procedure in any District collective bargaining agreement.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Study Hall Supervision by Non-Professional Educator Licensed Employees

While not conceding the supervision of high school study halls is not bargaining unit member work, Unit Five Education Association ("UFEA") agrees that for the 2023-2024 through 2026-2027 school years, the Board of Education may employ non-bargaining unit members to supervise study halls contingent upon the following:

1. If the District determines the need for any extra assignments for study hall supervision, those assignments will be posted for a period of seven days. If no bargaining unit member expresses an interest in the extra assignment in writing within said seven day period, the District may employ a non-bargaining unit member to fill the assignment;

2. The employment of non-bargaining unit members to supervise study halls will not be used to reduce number of high school bargaining unit members employed by the Board.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Reading Recovery Teacher Leader

The Unit Five Education Association (UFEA) and the Board of Education recognize the importance of the Reading Recovery Teacher Leader position, and understand the requirements of the job necessitate training outside of the contract day on a regular basis, as well as paperwork and reporting requirements that necessitate additional days outside of the regular school year.

Therefore, the Parties mutually agree that the Reading Recovery Teacher Leader will be paid hourly for training/instruction delivered outside the school day according to the negotiated Supplemental Pay Rate 4:

> **9.8.4 Curriculum Work/Supplemental Instruction – Pay Rate 4**
>
> *A bargaining unit member who voluntarily accepts an hourly assignment to produce curriculum related materials which benefit the district or to provide supplemental instruction to students outside of the regular workday, such as driver's education, shall be compensated at the rate listed below as Pay Rate 4. It is understood that for each one-hour of instruction there will be twenty (20) minutes of paid plan time.*

Additionally, in order to complete the paperwork and reporting required by the position, the Reading Recovery Teacher Leader will be authorized to work up to four (4) additional days. Each year, the Reading Recovery Teacher Leader will work with their Supervisor and District administration to establish the number and schedule of additional days. Additional pay shall be based upon the working individual's base salary divided by one-hundred eighty (180) days.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS	**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**
By:_____	By:_____
President	*President*
Date:_____	Date:_____

LETTER OF UNDERSTANDING

Student Assessments

The Unit Five Education Association ("UFEA") and Board of Education recognize there is value to the assessment of student growth to guide and inform instructional decisions. Further, the Board and UFEA recognize that some student assessment, including standardized testing, is required to be in compliance with State and/or Federal law. Additionally, response to intervention regulations require periodic benchmark assessments be administered to all students within a grade level as part of special education eligibility decision-making required by 34 CFR 300.309 and 23 Ill. Admin. Code 226.130.

Using ISBE's Student Assessment Inventory for School Districts, the Board and UFEA agree to, on a regular basis:

- make an intentional effort to engage in conversations that include all stakeholders regarding District assessments and the amount of assessment information necessary for essential diagnostic data, instructional guidance, and accountability purposes;

- work to ensure that every District assessment is of high quality, is providing the information necessary for specific District and classroom purposes, and is supported by structures and routines that ensure assessment results are used to benefit students and educators;

- engage in a cost/benefit analysis of current District assessments, including the monetary costs, the time assessments may take away from teaching or learning in the classroom, and the benefits of assessments for teaching and learning; and

- explore alternatives to current assessments including a cost/benefit analysis of alternative assessments.

Following the assessment inventory, the District will determine whether a change in District assessments will be made and communicate the reasons why a change may or may not be warranted.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

ISU Principal Preparation Program Internship Leave

Illinois State University ("ISU") provides a principal preparation program for students pursuing a Master's degree in P-12 Educational Administration through ISU. As part of the principal preparation program, students are required to complete an internship in educational administration. In order to allow bargaining unit members in the District to participate in a semester long internship, the Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and Unit Five Educational Association ("UFEA") agree to create a paid leave of absence under the following terms and conditions:

1. The Board may grant a bargaining unit member participating in the internship a paid semester long leave. During said leave, the Board will continue to pay the bargaining unit member's base salary and maintain health insurance coverage for the bargaining unit member. The bargaining unit member may continue to pay associate Unit Five Education Association ("UFEA") dues as applicable.
2. Upon completion of the leave, the bargaining unit member agrees to return to and remain employed by the Board for at least one (1) school year. The District will place the bargaining unit member in an available position for which the bargaining unit member is qualified to fill.
3. If the bargaining unit member fails to return to and remain employed by the Board for at least one (1) school year following completion of the leave, then the bargaining unit member shall reimburse the District the full cost of the bargaining unit member's salary and benefits for the period of the leave. Such reimbursement shall be paid by the bargaining unit member within ninety (90) days of the date the District provides an invoice to the bargaining unit member for said costs. In such event, the bargaining unit member authorizes the District to offset any funds the District may then or thereafter owe the bargaining unit member, including a final paycheck or paychecks, against any such reimbursement balance due the District from the bargaining unit member. For good cause, upon recommendation of the Superintendent, the Board may waive reimbursement of said costs.
4. Upon award of the aforesaid Master's degree in Educational Administration, and for a term of one (1) school year following award of such degree, the bargaining unit member shall actively pursue an administrative position within the District by applying for such position or positions as vacancies occur. If the bargaining unit member shall fail to actively pursue an administrative position after award of such degree, then, upon recommendation of the Superintendent, the Board of Education may require the bargaining unit member to reimburse the District the full cost of the bargaining unit member's salary and benefits for the period of the leave.
5. The bargaining unit member will sign an agreement documenting the above terms and conditions.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Salary Schedule Placement

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize that there currently exists a teacher shortage across the nation and within the State of Illinois. The Board and UFEA further recognize the following:

- The number of graduate credit hours in order to obtain certain specialist degrees and master's degrees exceeds the number of credit hours required for master's degrees typically obtained by teachers;

- Teaching within many nonpublic (i.e. private) schools is comparable to teaching within public schools, especially in nonpublic schools recognized by the Illinois State Board of Education ("ISBE"); and

- To obtain a content area endorsement to teach certain hard-to-fill teaching positions (e.g. computer science), undergraduate courses are sometimes required.

In order to attract and retain high quality bargaining unit member at competitive salaries, and in recognition of the above findings, the Board and UFEA agree to the following with regard to the salary schedule placement:

Experience Credit

"Teaching experience" for purposes of Board Policy 5.200 shall be interpreted as full-time teaching experience in a pre-K through 12 position in a public school or in a private school that has been recognized by ISBE and required the teacher to maintain a Professional Educator License ("PEL") endorsed for the content area taught by the teacher. For bargaining unit members with a professional educator license ("PEL") endorsed for school support personnel, "teaching experience" shall also mean private experience within a clinical setting (e.g. psychology, SLP, social work, nursing).

Graduate Education Credit

Education credit will be given on the salary schedule to current or new bargaining unit members whose graduate program required them to complete more than 36 graduate credit hours to obtain their graduate degree. For example, if a teacher's graduate program required them to complete 57 graduate credit hours, then the teacher would have 21 graduate hours beyond the M+0 lane recognized for purposes of the salary schedule and the teacher would be placed within the M+16 lane.

Undergraduate Education Credit

Education credit will also be given for any teacher who is not in the maximum lane for their respective degree on the salary schedule (e.g. B+24 or M+48) and who is requested by the District Administration to take undergraduate coursework in order to obtain an endorsement in a hard-to-fill position identified annually by the District Administration as eligible to receive such credit. For example, a teacher with a bachelor's degree who is currently placed within the B+16 lane would be eligible to receive education credit for two three-credit hour undergraduate courses requested by the District Administration to be taken by the teacher toward obtainment of a computer science endorsement. However, a teacher with a bachelor's degree who is currently placed within the B+24 lane (i.e. does not have a master's degree) would not be eligible

to receive education credit for the same two-three credit hour courses. Similarly, a teacher with a master's degree who is currently placed within the M+48 lane would not be eligible to receive education credit for the same two-three credit hour courses.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS	**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**
By:_____	By:_____
President	*President*
Date:_____	Date:_____

LETTER OF UNDERSTANDING

Dual Credit Courses with Heartland Community College

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEANEA ("UFEA") recognize the importance of providing an excellent educational experience for students, including the value of offering dual credit courses through Heartland Community College's (HCC's) College NOW program. The parties recognize that due to expectations of HCC for College NOW faculty, the wages and hours of bargaining unit members teaching dual credit courses may be impacted as a result of additional work or meetings occurring outside the regular work day. Therefore, the parties agree to the following:

1. It will be the voluntary decision of a qualified bargaining unit member whether to teach a dual credit course.
2. According to HCC's College Now Guidelines, a desk review and site visit will be conducted by the academic department during the first offering of the course. Provided the course review is satisfactory, the academic department will conduct ongoing reviews at least once every three years. The College may elect to conduct additional reviews in the case deficiencies are noted. A copy of the review will be delivered to the secondary instructor and Superintendent or designee and placed on file at Heartland Community College. Course reviews or feedback provided by HCC will not be used in the evaluation of bargaining unit members.
3. Bargaining unit members will follow HCC requirements outlined by the published Faculty Guidelines and College NOW Dual Credit Course Review Guidelines.
4. Syllabi for College NOW courses are due the 2nd Friday in May for the Fall term and the 2nd Friday in December for the Spring term. Therefore, the Superintendent or designee will ensure course sections are verified for bargaining unit members by the end of April for the following school year. If these criteria are not met, the bargaining unit members will not be required to submit a syllabus until their contract year begins in August.
5. If bargaining unit members are required to attend HCC meetings, department meetings, or professional development outside the contractual work day, they will be compensated at the appropriate contractual pay rate, less any stipend or other compensation paid by HCC.

Due to the additional workload placed on bargaining unit members that teach dual credit courses, bargaining unit members will be compensated at Pay Rate 4 (Curriculum Work/Supplemental Instruction) for six hours per section assigned. This compensation will cover all of HCC's expectations for dual credit instructors.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

LETTER OF UNDERSTANDING

Observance of Religious Holidays

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEANEA ("UFEA") recognize the diverse needs of bargaining unit members in relation to the observance of religious holidays.

Board Policy 5.70 currently provides:

> **General Personnel – Religious Holidays**
>
> The Superintendent or designee shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 2 days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time, permission absence, or personal leave to make up the absence provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

When a religious holiday occurs on a day Unit 5 is in session, a bargaining unit member may use their accumulated personal leave, request permission absence, or leave without pay to observe the religious holiday. Bargaining unit members must follow Board Policy 5.70 as amended.

This Letter of Understanding shall not be subject to the grievance process in Article IV of this Agreement and is strictly for informational purposes.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS	**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**
By:_____	By:_____
President	*President*
Date:_____	Date:_____

LETTER OF UNDERSTANDING

Virtual Learning

Virtual Learning includes in-person instruction and technology-based instruction through video conferencing, virtual classrooms, online materials, and similar technology. The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize the potential value of Virtual Learning to provide students with educational opportunities that otherwise may not be available to students within the District or that are not economically feasible because of smaller class sizes and limited resources. The Board and UFEA agree to the following regarding the use of Virtual Learning within the District:

1. Virtual Learning will not be used to reduce the number of bargaining unit members employed by the Board, but to supplement or add to the course offerings currently available to students.
2. Virtual Learning will not be used to increase class sizes significantly above the average range for similar courses within the building.
3. Video and audio from classrooms equipped with such technology will not be used to observe bargaining unit member performance or as evidence for evaluation purposes.
4. The District will work to identify technology solutions and resources to support bargaining unit members utilizing Virtual Learning technology, including options for converting paper resources into digital format.
5. The District will seek individuals who are interested in taking advantage of the technology to provide enhanced learning experiences.
6. The District will utilize the technology in ways such as:
    a. Bargaining unit members at each school may "co-teach" a course. For example, social studies teachers at each school who teach the same course could combine their classes virtually, or a social studies teacher at one school and language arts teacher at the other school could combine their classes in a virtual co-teaching environment.
    b. A bargaining unit member at one school may teach a course that otherwise would not be offered at the other school. At the school where the course otherwise would not be offered, the Board will add the course to an existing part-time bargaining unit member's schedule or attempt to employ a bargaining unit member as a sixth assignment to supervise the classroom. If a sixth assignment is posted, it will be posted for a period of seven days. If no bargaining unit member expresses an interest in the sixth assignment in writing within said seven-day period, the District may employ non-Professional Educator Licensed personnel to supervise the classroom.

The parties will review this agreement as necessary, including considering feedback from bargaining unit members who have utilized the technology, and will adjust or amend this agreement as necessary.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS	**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**
By:_____	By:_____
President	*President*
Date:_____	Date:_____

LETTER OF UNDERSTANDING

E-Learning Days

105 ILCS 5/10-20.56 authorizes school boards to adopt a research-based program or research-based programs for e-learning days district-wide that permit student instruction to be received electronically while students are not physically present in lieu of the district's scheduled emergency days as required by Section 10-19 of this Code. The research-based program or programs may not exceed the minimum number of emergency days in the approved school calendar (i.e. 5 emergency days) and ensure that the specific needs of all students are met, including special education students and English learners, and that all mandates are still met using the proposed research-based program. The e-learning program may utilize the Internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners. The e-learning program must address the District's responsibility to ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.

In response to the coronavirus pandemic (COVID-19), the Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") adopted a researched-based e-learning program (the "E-Learning Program") pursuant to the requirements of 105 ILCS 5/10-20.56. The Board and Unit Five Education Association IEA/NEA ("UFEA") agreed that in the case of extreme circumstances such as the COVID-19 pandemic, the District could utilize "e-learning days" in accordance with the E-Learning Program approved by the Regional Office of Education.

Given the experience planning for and using "remote learning days" in the spring and fall of 2020 pursuant to 105 ILCS 5/10-30, the Board and UFEA desire to extend the use of e-learning days to allow for their use in lieu of District emergency days. Such e-learning days will count as student attendance days, and as work days for employees. The District will notify staff regarding general expectations and responsibilities of the E-Learning Program. Such expectations shall be similar to the spring of 2020 with the purpose of providing "continuity of learning" rather than delivering new content or instruction.

During e-learning days, bargaining unit members will be digitally available to students and parents from 8:45am-1:45pm. During the work day, bargaining unit member work may look differently than a regular work day, and may include synchronous and asynchronous instruction, grading and assessment, planning, providing student feedback, and/or communicating with students and families.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS	**UNIT FIVE EDUCATION ASSOCIATION IEA/NEA**
By:_____	By:_____
President	*President*
Date:_____	Date:_____

LETTER OF UNDERSTANDING

School Counselors at the High Schools

Section 6.2 of the Negotiated Contract between the Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association ("UFEA") provides for a regular work day for each bargaining unit member of eight (8) clock hours or sixty (60) minutes longer than the student day, whichever is shorter. However, it also recognizes that professional responsibilities extend beyond the classroom and beyond the regular work day, including providing students with guidance.

The Board of Education recognizes the importance of school counselors at the high schools, and understands the requirements of the job occasionally extend beyond the regular work day. When this occurs, the Board and UFEA mutually agree that school counselors at the high schools will have the ability to flex the work day on an hour by hour basis as agreed with their principal. For example, when a school counselor works for an hour outside the work day, they may flex one hour during the work day to compensate for the time.

School counselors at the high schools will work with their principals to keep track and schedule the appropriate work time and flex time.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:_____
President

Date:_____

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:_____
President

Date:_____

Appendix A

PROCEDURE FOR RESOLVING CONCERNS

McLean County Unit District No. 5

The Board is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

Step One

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

Step Two

If resolution is not achieved at Step One, a "Concern Resolution Form" will be submitted to the building principal/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member's personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

Step Three

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent or designee. The building principal will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent or designee will conduct a hearing involving all parties.
- The Assistant Superintendent or designee will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member's personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 *(Uniform Grievance Procedure)*.

Appendix B

CONCERN RESOLUTION FORM

McLean County Unit District No. 5
1809 West Hovey Ave., Normal, IL 61761-4339

Your Name: _____ Date: _____

Address: _____ _____ _____
Street *City* *Zip Code*

Phone #: *Home* _____ *Work* _____ *Cell* _____

Parties Involved: _____

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): _____

_____

Personnel: _____

_____

Transportation: _____

_____

Other: _____

_____

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

_____

_____

_____

_____

_____

Your Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

C & I September 28, 2004

Appendix C

LEAVE SUMMARY

The following is intended to be a quick guide to leaves available to bargaining unit members. Please reference Article X of the Agreement for a complete explanation of many of these leaves.

PAID LEAVES

- **Sick Leave (10.1.1.)** – Paid leave that can be used by an employee for personal illness or for serious illness or death for members of the immediate family as defined by group-specific language. Sick leave may also be used during for birth, adoption, placement for adoption, or the acceptance of a child in need of foster care, pursuant to provisions of the Agreement. All benefits remain intact when an employee is utilizing sick leave. A **Sick Leave Bank (10.1.1.a)** is also available for members to cover their own personal illness. FMLA is run concurrently when applicable.
- **Personal Leave (10.1.2)** – Two (2) days of leave per year for personal business that must be requested forty-eight (48) hours in advance (except in emergencies). Personal leave may not be taken in certain situations without approval of the Superintendent or designee. Unused personal leave may accumulate to a maximum of four (4) days.
- **Professional Leave (10.1.3) –** May be requested for professional development activities; request shall be in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.
- **Leave for Additional Education (10.1.5) –** A 12-month leave available to up to two (2) bargaining unit members per year who meet the qualifications for employment, experience and education. Members on such leave will receive one-half of their base salary and must return and work for two (2) additional years in the District or refund the leave pay to the Board.
- **Sabbatical for Recipients of Distinguished Educational Award (10.1.6) –** This one (1) semester leave to pursue additional education opportunities is provided as an alternative to "Leave for Additional Education" for bargaining unit members who receive a Golden Apple (or similar) Award and meet the qualifications listed. Any bargaining unit member on such leave will continue to receive their base salary and health insurance/major medical benefits, and must return and work for two (2) additional years in the District or refund the leave pay to the Board.
- **Bereavement Leave (10.1.7)** – A paid leave that can be used by an employee for up to three days to deal with funeral matters of the immediate family. If the request is for a family member who doesn't qualify under the terms of the contract, the request may be considered under the terms of Emergency Leave.
- **Emergency Leave (10.1.8)** – Bargaining unit members may request leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, principal of the building from which the request was made, and the president of the Association or designee.

MILTARY LEAVE

- **Military Leave (10.3)** – The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time. For details, please refer to the contract.

UNPAID LEAVES

A bargaining unit member must work at least ninety (90) school days or one semester, whichever is less, in one (1) school year to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

- **Family Medical Leave Act (FMLA)** – A leave for up to 12 weeks in a year that can be used for a serious medical condition of the employee or the employee's spouse, child, or parent, and for the birth or adoption of a child. All benefits, except pay, remain intact when an employee is utilizing FMLA. (FMLA will be counted concurrently when other FMLA-qualifying leaves are taken.) Completion of forms may be required.
- **Medical Leave (10.2.1)** – An unpaid leave that can be used by an employee for personal illness only. Medical leave is only available after sick leave has been exhausted. All benefits, except pay, remain intact when an employee is utilizing medical leave. FMLA is run concurrently when applicable.
- **Personal Illness Leave (10.2.2)** – An unpaid leave that can be used for an employee's personal illness. The leave requires Board approval prior to use, and is available only after sick leave and medical leave have been exhausted. An employee can request personal illness leave for the remainder of the current year only. All benefits are suspended during a personal illness leave. An employee can continue health insurance at personal cost during a personal illness leave.
- **Family Hardship Leave (10.2.3)** – An unpaid leave that can be used by an employee for family care, and it *may not* be used in conjunction with sick leave. The leave requires Board approval prior to use. All benefits are suspended during family hardship leave. An employee can continue health insurance at personal cost during family hardship leave. Total leave allowance is two years.
- **Parental Leave (10.2.4)** – An unpaid leave that can be used by an employee for family care. The leave requires Board approval prior to use and, and it *may* be used in conjunction with sick leave. The leave requires Board approval prior to use. All benefits are suspended during parental leave, and tenure status is interrupted for non-tenured bargaining unit members. An employee can continue health insurance at personal cost during a parental leave. Total leave allowance is two years.
- **Planned Extended Leave (10.2.5)** – An unpaid leave that requires Board approval prior to use. A bargaining unit member must give a specific reason for the request, and leaves will not be granted to allow employment in another school district or to teach at an educational institution. Seniority is not impacted by taking such leave; however experience credit is not accrued while on leave. All benefits are suspended during a planned extended leave. An employee can continue health insurance at personal cost. When returning from leave, the employee will be placed in an available position for which they are qualified, unless impacted by a Reduction in Force. Total leave allowance is two years.
- **Leave Without Pay** – Requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator. Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations. The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

Appendix D

EVALUATION CYCLES

Process in Professional Evaluation Plan

	Evaluation Meeting	Non-Tenured (NT)	Tenured (T)	Forms (NT & T)
	ORIENTATION	**Scheduling:** First 15 school days		None
	PLANNING	**Scheduling:** First 20 school days	**Scheduling:** First 20 school days in the year of the scheduled formal evaluation	**Form B**
Formal Observation	**PRE-CONFERENCE** (Formal)	**Scheduling:** Within 5 school days prior to formal observation	**Scheduling:** Within 5 school days prior to formal observation	**Form C** completed and submitted by educator 1-day prior
Formal Observation	**FORMAL OBSERVATION**	• 2 annually, 1 per semester • 45 continuous minutes minimum • If new to U5, scheduled after Oct. 1	• 1 in year 3 • 45 continuous minutes minimum • Additional formal observation(s) could occur in any year	**Form A** draft
Formal Observation	**POST-CONFERENCE** (Formal)	**Scheduling:** Within 5 school days after formal observation		**Form D** completed by educator prior **Form A** draft completed by evaluator within 3 days of post-conference
Informal	**INFORMAL OBSERVATION**	• 45 minutes total, minimum of 15 continuous minutes • May/may not be preannounced		**Form A** draft completed by evaluator within 3 days of informal
Informal	**POST-CONFERENCE** (Informal-optional)	After Form A draft is shared, post-conference will be held within 5 days *if* requested by the educator or evaluator		
	MID-CYCLE CONFERENCE	**Scheduling:** December	**Scheduling:** First 25 days of year 2	**Form B**
	SUMMATIVE CONFERENCE	**Scheduling:** No later than 60 calendar days prior to end of school term	**Scheduling:** No later than 45 calendar days prior to end of school term	**Form A** **Form E**

Tenured – Needs Improvement Process in Professional Evaluation Plan

Scheduling	Process
Within 30 school days of the Bargaining Unit Member receiving an Overall Rating of Needs Improvement	• Review of the Tenured Staff **Professional Evaluation Plan** Components that include: 1) Professional Practice Performance Rating Definitions, (Section 3 of this document) 2) Domain and Summative the Summative Evaluation Rating (Section 4 of this document) 3) Assign the Peer Coach (Section 1, 7.18) 4) Bargaining Unit Member's current Performance Evaluation Framework (Form A) • Develop Professional Development Plan with the Bargaining Unit Member to address components that are cited as needing improvement
Semester 1	• Written Notification by the first student school day • Orientation for all staff within the first 15 school days • Professional Development Plan Review Meeting within the first 20 school days • Informal Observation(s) (as determined by the Evaluator) • Formal Observation(s) (at least one) • Mid-Cycle Conference to discuss progress towards Professional Development Plan with a formative rating (December)
Semester 2	• Informal Observation(s) (as determined by the Evaluator) • Formal Observation(s) (at least one) • At least 45 calendar days before the end of the school year, a Summative Evaluation is conducted and reviewed with the Bargaining Unit Member to determine next steps o Overall Rating of Proficient or Excellent – Reinstatement to the district's evaluation schedule o Overall Rating of Unsatisfactory – Remediation Plan

A minimum of three observations must be conducted, of which two (2) must be formal.

Tenured – Unsatisfactory Process in Professional Evaluation Plan

Time Frame	Process
Within 30 days of Bargaining Unit Member receiving an Overall Rating of Unsatisfactory	• Review of the Tenured Staff **Professional Evaluation Plan** Components that include: 1) Professional Practice Performance Rating Definitions, (Section 3 of this document) 2) Domain and Summative the Summative Evaluation Rating (Section 4 of this document) 3) Assign the Peer Coach (Section 1, 7.18) 4) Bargaining Unit Member's current Performance Evaluation Framework (Form A) • Evaluator and Peer Coach develop **Remediation Plan** to address deficiencies cited, provided that the deficiencies are remediable • Evaluator meets with Peer Coach and Bargaining Unit Member to explain and confirm the **Remediation Plan**
At the beginning of the 90-day Remediation Plan	• The Certified Staff Member begins the implementation of the **Remediation Plan** with the support of the Peer Coach
Before the midpoint of the Remediation Plan	• Formal Observation(s) (at least one) • Informal Observations (as determined by Evaluator, post-conference required)
At the midpoint of the Remediation Plan	• Summative Evaluation is conducted and reviewed with the Bargaining Unit Member
After the midpoint of the Remediation Plan	• Formal Observation(s) (at least one) • Informal Observation (as determined by Evaluator, post-conference required)
At the conclusion of the Remediation Plan period	• Summative Performance Evaluation is conducted and reviewed with the Certified Staff Member to determine Next Steps o Overall Rating of *Proficient* or *Excellent* – Reinstatement to the district's evaluation schedule o Overall Rating of *Needs Improvement* or *Unsatisfactory* – Recommendation for Dismissal (Section 24-12)

A minimum of three observations must be conducted, of which two (2) must be formal.

Appendix E

MONTHLY TRAVEL REPORT

Directions for the completion of monthly travel report for reimbursement

This document includes the mileage travel chart and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

1. Click "enable content" when you get this security warning.



2. Please complete this form electronically instead of hand-written.
3. Complete ALL of the information at the top of the form (type in the gray shaded boxes).
    1. Once you've typed in the cell and hit Enter or tabbed out, the gray shading will disappear.
    2. For the "Reimbursement Month" and "Homebase" fields, select a value from the drop-down menu.
4. Complete as many lines of the Travel Log as necessary.
    1. For each line, input information into the Date, From, To, Purpose, and Miles fields. The Rate and Reimbursement fields will be automatically calculated.
    2. If you get a "Update Form" error in the Reimbursement field, the spreadsheet cannot find a mileage rate for the date that you input in that line. Please download the most current version of the form.
    3. The Reimbursement Total is rounded after each line of the Travel Log has been summed.
    4. Only record the miles that you actually travel between buildings, not round trips.
    5. Use the mileage chart tab on the document to figure your mileage.
    6. Staff members will be compensated for miles actually traveled between district buildings.
5. Complete the Account Distribution table.
    1. The total on the Account Distribution must equal the total on the Travel Log.
    2. Call the Business Office (Accounts Payable) if you need an account number that's not listed.
6. Submit the completed form to Accounts Payable for processing.
    1. The building administrator must sign the completed form.
    2. The form must be printed on pink paper before submitted to the Unit Office.
    3. Complete for a full month (no partial month payments).
    4. Approved travel sheets (sheets with admin signature) are processed the first week of each month.

You can download a current version of this form by going to www.unit5.org and navigating to Staff > Staff - Resources > Mileage Reimbursement,
OR
sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement

REV 1/3/2023

MCLEAN COUNTY UNIT DISTRICT NO. 5

MONTHLY TRAVEL REPORT

For Mileage Reimbursement

PLEASE TYPE IN THE GRAY BOXES. THEY WILL TURN WHITE ONCE THEY HAVE BEEN FILLED IN.

EMPLOYEE NAME	REIMBURSEMENT MONTH	HOMEBASE		
HOME ADDRESS	**CITY**	**STATE**	**ZIP CODE**	**LAST 4 OF SSN**

PLEASE PRINT THIS FORM ON PINK PAPER

ACCOUNT DISTRIBUTION

Account Description	Account Number	Dollar Amt
CJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Curriculum Instruction Personnel	10.5.000.2211.3320.0000.000000	
Custodians & Maintenance Personnel	20.5.000.2542.3320.0000.000000	
EJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Elementary Teachers & Teacher Assistants	10.5.100.1101.3320.0000.000000	
Family Coordinators	10.5.000.3800.3320.0000.000000	
Finance Department Personnel	10.5.000.2510.3320.0000.000000	
Food Service Administrators	10.5.000.2561.3320.0000.000000	
Food Service Non-admin Personnel	10.5.000.2562.3320.0000.000000	
Human Resources Personnel	10.5.000.2641.3320.0000.000000	
KJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
NCHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
NCWHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
Operations & Maintenance Admin & EOPs	20.5.000.2541.3320.0000.000000	
PJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Principal/Assoc. Principal/Admin	10.5.000.2410.3320.0000.000000	
Principal's Admin Assts	10.5.000.2410.3320.0000.000000	
Psychologists	10.5.000.2140.3320.0000.000000	
Safety & Security Personnel	10.5.000.2546.3320.0000.000000	
School Nurses	10.5.000.2134.3320.0000.000000	
Social Workers	10.5.000.2110.3320.0000.000000	
Special Education Personnel	10.5.000.1200.3320.0000.000000	
Superintendents Office	10.5.000.2321.3320.0000.000000	
Technology Administrator	10.5.000.2661.3320.0000.000000	
Technology Non-admin Personnel	10.5.000.2664.3320.0000.000000	
Transportation Admin	40.5.000.2551.3320.0000.000000	
Other (Call Business Office for Acct Number)		
Total		**$ -**

_____ _____

EMPLOYEE SIGNATURE DATE

_____ _____

PRINCIPAL/SUPERVISOR SIGNATURE DATE

TO INSERT ADDITIONAL ROWS IN THE TRAVEL LOG, CLICK THE BUTTON AT THE BOTTOM OF THE TABLE

TRAVEL LOG

Date	From	To	Purpose	Miles	Rate	Amount

BUILDING
REV 8/29/2018

Mileage Chart

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	Prairieland ES	Sugar Creek ES	Towanda ES
ERRC		0.4	4.7	0.6	7.3	3.2	3.5	15.4	3.3	4.0	13.8	11.6	11.2	12.1	3.1	1.9	13.0	3.8	6.6	4.1	4.9	6.7	3.4	4.3	11.0	2.8	4.2	7.9
Transportation	0.4		5.1	0.1	7.7	3.7	3.9	15.9	3.8	4.4	14.2	12.1	11.7	12.5	3.5	2.3	13.5	4.3	7.0	4.6	5.3	7.1	3.8	4.7	11.4	3.2	4.6	8.3
Unit Office	4.7	5.1		5.3	7.5	1.5	2.5	8.5	2.0	0.7	11.2	5.6	9.2	5.8	3.0	3.0	7.7	2.2	6.8	2.7	9.8	5.1	1.3	0.7	5.7	5.1	3.9	11.3
Warehouse	0.6	0.1	5.3		7.9	3.8	4.1	16.0	3.9	4.5	14.4	12.2	11.8	12.7	3.7	2.4	13.6	4.4	7.2	4.7	5.4	7.3	4.0	4.9	11.6	3.4	4.8	8.5
NCHS	7.3	7.7	7.5	7.9		8.1	4.9	9.4	5.7	8.1	7.5	10.2	15.3	10.1	4.4	5.9	13.3	6.1	1.0	5.0	10.7	2.6	6.1	8.1	11.3	4.9	3.8	3.1
NCWHS	3.2	3.7	1.5	3.8	8.1		3.1	9.9	2.4	0.7	12.7	9.3	8.4	9.6	2.9	2.5	8.1	3.5	7.3	3.8	8.4	5.3	2.2	1.0	6.9	3.6	4.2	9.1
CJHS	3.5	3.9	2.5	4.1	4.9	3.1		6.8	1.2	2.5	9.4	5.6	12.0	5.6	0.7	2.0	8.4	1.0	4.0	0.9	6.9	2.5	1.6	2.5	6.7	2.5	1.3	7.6
EJHS	15.4	15.9	8.5	16.0	9.4	9.9	6.8		7.5	9.1	5.5	4.2	20.0	3.8	8.4	8.5	7.8	7.0	9.5	7.4	19.3	7.7	7.4	9.2	5.8	9.0	7.3	11.3
KJHS	3.3	3.8	2.0	3.9	5.7	2.4	1.2	7.5		1.7	10.2	4.8	10.5	4.8	1.7	1.6	7.5	1.2	5.2	1.7	8.5	3.8	0.4	1.8	5.9	3.7	2.6	9.2
PJHS	4.0	4.4	0.7	4.5	8.1	0.7	2.5	9.1	1.7		11.8	6.6	8.8	6.8	2.7	2.5	7.3	2.8	6.5	3.2	9.1	4.7	1.5	0.3	6.2	4.4	3.5	9.9
Benjamin ES	13.8	14.2	11.2	14.4	7.5	12.7	9.4	5.5	10.2	11.8		8.2	21.8	8.5	10.0	11.2	11.3	9.1	7.8	8.7	16.9	7.0	10.2	12.2	9.3	10.2	8.6	9.3
Brigham ELC	11.6	12.1	5.6	12.2	10.2	9.3	5.6	4.2	4.8	6.6	8.2		16.2	0.9	6.2	6.0	4.8	4.5	9.4	5.7	15.4	7.5	5.0	8.1	2.7	8.0	7.1	17.1
Carlock ES	11.2	11.7	9.2	11.8	15.3	8.4	12.0	20.0	10.5	8.8	21.8	16.2		17.1	12.3	10.9	18.5	11.3	14.9	13.4	10.5	15.0	10.4	8.8	16.4	12.0	14.3	16.7
Cedar Ridge ES	12.1	12.5	5.8	12.7	10.1	9.6	5.6	3.8	4.8	6.8	8.5	0.9	17.1		6.3	6.1	5.2	4.6	9.5	5.8	15.9	7.6	5.1	8.5	3.1	12.9	7.2	17.6
Eugene Field	3.1	3.5	3.0	3.7	4.4	2.9	0.7	8.4	1.7	2.7	10.0	6.2	12.3	6.3		1.5	9.3	1.5	3.8	1.1	6.5	2.7	1.8	2.6	7.2	2.0	1.4	6.2
Fairview ES	1.9	2.3	3.0	2.4	5.9	2.5	2.0	8.5	1.6	2.5	11.2	6.0	10.9	6.1	1.5		9.2	2.1	5.0	2.6	7.0	4.1	1.7	2.6	12.1	2.3	2.7	7.8
Fox Creek ES	13.0	13.5	7.7	13.6	13.3	8.1	8.4	7.8	7.5	7.3	11.3	4.8	18.5	5.2	9.3	9.2		7.8	16.7	8.8	16.8	10.7	7.2	7.4	2.6	13.8	10.3	18.5
Glenn ES	3.8	4.3	2.2	4.4	6.1	3.5	1.0	7.0	1.2	2.8	9.1	4.5	11.3	4.6	1.5	2.1	7.8		5.6	1.2	9.0	3.5	1.1	2.7	5.8	3.6	2.3	9.7
Grove ES	6.6	7.0	6.8	7.2	1.0	7.3	4.0	9.5	5.2	6.5	7.8	9.4	14.9	9.5	3.8	5.0	16.7	5.6		4.6	10.0	1.8	5.5	6.3	10.6	4.0	3.1	3.7
Hoose ES	4.1	4.6	2.7	4.7	5.0	3.8	0.9	7.4	1.7	3.2	8.7	5.7	13.4	5.8	1.1	2.6	8.8	1.2	4.6		7.6	2.5	1.8	3.2	6.7	2.9	1.3	6.8
Hudson ES	4.9	5.3	9.8	5.4	10.7	8.4	6.9	19.3	8.5	9.1	16.9	15.4	10.5	15.9	6.5	7.0	16.8	9.0	10.0	7.6		11.9	9.2	10.1	15.4	8.8	11.1	7.9
Northpoint ES	6.7	7.1	5.1	7.3	2.6	5.3	2.5	7.7	3.8	4.7	7.0	7.5	15.0	7.6	2.7	4.1	10.7	3.5	1.8	2.5	11.9		3.9	4.8	8.7	3.1	1.5	5.2
Oakdale ES	3.4	3.8	1.3	4.0	6.1	2.2	1.6	7.4	0.4	1.5	10.2	5.0	10.4	5.1	1.8	1.7	7.2	1.1	5.5	1.8	9.2	3.9		1.5	6.0	3.8	2.7	9.3
Parkside ES	4.3	4.7	0.7	4.9	8.1	1.0	2.5	9.2	1.8	0.3	12.2	8.1	8.8	8.5	2.6	2.6	7.4	2.7	6.3	3.2	10.1	4.8	1.5		6.4	4.7	3.5	10.2
Pepper Ridge ES	11.0	11.4	5.7	11.6	11.3	6.9	6.7	5.8	5.9	6.2	9.3	2.7	16.4	3.1	7.2	12.1	2.6	5.8	10.6	6.7	15.4	8.7	6.0	6.4		11.8	8.3	16.5
Prairieland ES	2.8	3.2	5.1	3.4	4.9	3.6	2.5	9.0	3.7	4.4	10.2	8.0	12.0	12.9	2.0	2.3	13.8	3.6	4.0	2.9	8.8	3.1	3.8	4.7	11.8		1.7	5.5
Sugar Creek ES	4.2	4.6	3.9	4.8	3.8	4.2	1.3	7.3	2.6	3.5	8.6	7.1	14.3	7.2	1.4	2.7	10.3	2.3	3.1	1.3	11.1	1.5	2.7	3.5	8.3	1.7		5.6
Towanda ES	7.9	8.3	11.3	8.5	3.1	9.1	7.6	11.3	9.2	9.9	9.3	17.1	16.7	17.6	6.2	7.8	18.5	9.7	3.7	6.8	7.9	5.2	9.3	10.2	16.5	5.5	5.6	

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PLEASE NOTE:

This mileage chart to meant to be a convenient way to look up the mileage between buildings in Unit 5, and was compiled using the directions tool in Google Maps. Quite often there are multiple possible routes between buildings. Every effort was made to choose the most probable route a reasonable individual would select given mileage, travel time, and simplicity among other factors. The figures above may not be the exact mileage you travel between buildings.

Travel Time Chart

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	Prairieland ES	Sugar Creek ES	Towanda ES
ERRC		6	14	6	14	11	13	24	12	13	25	22	19	22	12	9	27	14	17	14	13	15	14	14	18	10	13	15
Transportation	6		15	4	16	12	14	25	14	14	28	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
Unit Office	14	15		15	21	8	11	22	9	6	24	17	17	15	13	12	18	11	20	12	20	20	8	7	16	15	14	21
Warehouse	6	4	15		16	12	14	25	14	14	26	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
NCHS	14	16	21	16		19	15	20	18	19	16	23	22	23	14	15	27	17	7	16	17	8	18	19	22	13	17	11
NCWHS	11	12	8	12	19		12	22	10	7	26	20	16	21	12	10	22	13	19	14	17	18	10	8	19	13	15	17
CJHS	13	14	11	14	15	12		19	9	11	21	21	22	19	8	11	23	9	14	8	19	11	10	12	20	12	8	18
EJHS	24	25	22	25	20	22	19		19	22	13	12	29	11	20	21	19	17	20	18	26	17	19	20	14	22	17	21
KJHS	12	14	9	14	18	10	9	19		9	22	15	20	16	11	9	21	8	18	9	18	15	6	10	16	14	12	19
PJHS	13	14	6	14	19	7	11	21	9		25	18	17	19	12	11	21	12	18	13	18	16	8	6	17	14	14	19
Benjamin ES	25	28	24	26	16	26	21	13	22	25		17	29	16	20	23	22	20	14	18	27	14	22	25	17	20	18	16
Brigham ELC	22	23	17	23	23	20	21	12	15	18	17		22	8	19	19	15	16	22	18	27	19	17	19	12	24	20	26
Carlock ES	19	20	17	20	22	16	22	29	20	17	29	22		23	23	19	27	25	23	24	22	23	26	16	23	21	22	24
Cedar Ridge ES	22	23	15	23	23	21	19	11	16	19	16	8	23		20	19	16	15	21	18	27	22	16	17	12	23	20	25
Eugene Field	12	14	13	14	14	12	8	20	11	12	20	19	23	20		9	25	10	13	9	17	13	10	12	20	11	10	17
Fairview ES	9	9	12	9	15	10	11	21	9	11	23	19	19	19	9		25	13	16	12	15	15	10	12	20	11	11	16
Fox Creek ES	27	29	18	29	27	22	23	19	21	21	22	15	27	16	25	25		21	27	23	26	24	21	19	11	26	24	27
Glenn ES	14	16	11	16	17	13	9	17	8	12	20	16	25	15	10	13	21		17	9	19	14	9	12	17	14	11	20
Grove ES	17	15	20	15	7	19	14	20	18	18	14	22	23	21	13	16	27	17		14	22	8	17	19	22	12	11	12
Hoose ES	14	15	12	15	16	14	8	18	9	13	18	18	24	18	9	12	23	9	14		19	11	11	13	19	12	7	14
Hudson ES	13	14	20	14	17	17	19	26	18	18	27	27	22	27	17	15	26	19	22	19		20	18	19	22	18	18	21
Northpoint ES	15	18	20	18	8	18	11	17	15	16	14	19	23	22	13	15	24	14	8	11	20		15	16	20	11	9	16
Oakdale ES	14	14	8	14	18	10	10	19	6	8	22	17	26	16	10	10	21	9	17	11	18	15		8	17	13	12	19
Parkside ES	14	15	7	15	19	8	12	20	10	6	25	19	16	17	12	12	19	12	19	13	19	16	8		17	15	14	21
Pepper Ridge ES	18	19	16	19	22	19	20	14	16	17	17	12	23	12	20	20	11	17	22	19	22	20	17	17		17	20	18
Prairieland ES	10	12	15	12	13	13	12	22	14	14	20	24	21	23	11	11	26	14	12	12	18	11	13	15	17		6	10
Sugar Creek ES	13	15	14	15	17	15	8	17	12	14	18	20	22	20	10	11	24	11	11	7	18	9	12	14	20	6		11
Towanda ES	15	17	21	17	11	17	18	21	19	19	16	26	24	25	17	16	27	20	12	14	21	16	19	21	18	10	11	

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Appendix F

SCHEDULE B CONCERN RESOLUTION FORM

Sponsor/Coach: **Administrator:**

Schedule B Assignment:

Describe specific acts that led to a concern:

Suggestion(s) for proposed action to address or resolve the complaint/concern:

Resolution:

Additional Information/Comments:

RECOMMENDATION

	Follow-up Meeting _____ **DATE**		**Continued Employment in Schedule B Position**		**Release from Schedule B Position**

_____ _____

Signature of Coach/Sponsor *Date*

_____ _____

Signature of Athletic Director/Principal *Date*

Appendix G

ISU GRADUATE TUITION WAIVERS DISTRIBUTION PROCEDURES

In 1981, the Board of Regents of Illinois State University granted permission to issue tuition waivers for graduate study as a means of acknowledging and compensating cooperating teachers and administrators working with ISU teacher candidates in pre-student teaching (i.e. clinical) experiences. Graduate tuition waivers are provided to the District on the basis of one semester credit hour for each ISU teacher candidate placed in a clinical experience in the District. Tuition waivers are issued by ISU in March (based on the previous summer and fall semester participation) and July (based on the previous spring semester participation).

It is understood ISU may change its policy for distribution of tuition waivers in the future. If any such changes necessitate adjustments to the eligibility or distribution procedures outlined below, the District and UFEA will work to make such adjustments collaboratively and to communicate them to impacted employees.

ELIGIBILITY

In order to receive ISU graduate tuition waivers, an employee must:

1. be directly associated with education in the school setting;
2. receive prior approval for graduate courses from the Superintendent or designee and the Director of Human Resources*;
3. submit a completed Illinois State University – Tuition Waiver Request Form between the dates indicated below. If uncertain of the exact course that needs to be taken due to delay of course offerings from ISU, the employee should submit the course they anticipate taking. **Tuition waivers will not be granted for forms submitted outside the dates below.**

Fall Semester	*Spring Semester*	*Summer*
May 1st – May 30th	Nov. 1st – Nov. 30th	Apr. 1st – Apr. 30th

*In order to be approved by the Director of Human Resources, graduate courses must relate to the employee's teaching assignment, be required/encouraged by the Office of the Superintendent to increase teacher quality, or be in pursuit of an advanced degree in any of the following:

Master's Programs	*Doctoral Programs*
P-12 Educational Administration	P-12 Administration
Reading	Special Education
Special Education	Teaching and Learning
Teaching and Learning	

DISTRIBUTION

ISU graduate tuition waivers will be distributed on an equitable basis to eligible employees with a maximum of three waivers per employee granted initially in the order of date received according to the following:

1. Employees required to take courses by the Office of the Superintendent (if any) shall have 1st priority;
2. Educators and administrators with a PEL supervising ISU teacher candidates in clinical experiences in the last 6 months shall have 2nd priority;
3. Other educators and administrators with PELs not in the previous 2 priority groups shall have 3rd priority;
4. If additional waivers are available they will be distributed equitably beyond the initial 3 based on the date the Tuition Waiver Request Form was submitted;
5. Other Unit 5 Employees (i.e.-UFSPA bargaining unit members, Family Coordinator, RN's) seeking a master's degree shall have 4th priority.

SCHEDULE A UFEA SALARY SCHEDULE FOR 2023-24 **SCHEDULE BASE** $40,180 **STARTING SALARY** $41,000 $42,051 **BOARD PAID TRS** 2.50% (0.025641 WHEN COMPOUNDED)

B + 0	STEP	SALARY	TRS	TOTAL
	17	$60,271	*$1,545*	**$61,816**
	16	$58,744	*$1,506*	**$60,250**
	15	$57,217	*$1,467*	**$58,684**
	14	$55,851	*$1,432*	**$57,283**
	13	$54,485	*$1,397*	**$55,882**
	12	$53,118	*$1,362*	**$54,480**
	11	$51,752	*$1,327*	**$53,079**
	10	$50,386	*$1,292*	**$51,678**
	9	$49,181	*$1,261*	**$50,442**
	8	$47,975	*$1,230*	**$49,205**
	7	$46,770	*$1,199*	**$47,969**
	6	$45,565	*$1,168*	**$46,733**
	5	$44,359	*$1,137*	**$45,496**
	4	$43,314	*$1,111*	**$44,425**
PROBATIONARY	3	$42,270	*$1,084*	**$43,354**
SALARY W/TRS	2	$41,225	*$1,057*	**$42,282**
$41,000 **$42,051**	1	$40,180	*$1,030*	**$41,210**

B + 8	STEP	SALARY	TRS	TOTAL
	17	$61,476	*$1,576*	**$63,052**
	16	$59,949	*$1,537*	**$61,486**
	15	$58,422	*$1,498*	**$59,920**
	14	$57,056	*$1,463*	**$58,519**
	13	$55,690	*$1,428*	**$57,118**
	12	$54,324	*$1,393*	**$55,717**
	11	$52,958	*$1,358*	**$54,316**
	10	$51,592	*$1,323*	**$52,915**
	9	$50,386	*$1,292*	**$51,678**
	8	$49,181	*$1,261*	**$50,442**
	7	$47,975	*$1,230*	**$49,205**
	6	$46,770	*$1,199*	**$47,969**
	5	$45,565	*$1,168*	**$46,733**
	4	$44,520	*$1,142*	**$45,662**
PROBATIONARY	3	$43,475	*$1,115*	**$44,590**
SALARY W/TRS	2	$42,430	*$1,088*	**$43,518**
$42,230 **$43,313**	1	$41,386	*$1,061*	**$42,447**

B + 16	STEP	SALARY	TRS	TOTAL
	19	$65,735	*$1,686*	**$67,421**
	18	$64,208	*$1,646*	**$65,854**
	17	$62,681	*$1,607*	**$64,288**
	16	$61,154	*$1,568*	**$62,722**
	15	$59,628	*$1,529*	**$61,157**
	14	$58,262	*$1,494*	**$59,756**
	13	$56,895	*$1,459*	**$58,354**
	12	$55,529	*$1,424*	**$56,953**
	11	$54,163	*$1,389*	**$55,552**
	10	$52,797	*$1,354*	**$54,151**
	9	$51,592	*$1,323*	**$52,915**
	8	$50,386	*$1,292*	**$51,678**
	7	$49,181	*$1,261*	**$50,442**
	6	$47,975	*$1,230*	**$49,205**
	5	$46,770	*$1,199*	**$47,969**
	4	$45,725	*$1,172*	**$46,897**
PROBATIONARY	3	$44,681	*$1,146*	**$45,827**
SALARY W/TRS	2	$43,636	*$1,119*	**$44,755**
$43,497 **$44,612**	1	$42,591	*$1,092*	**$43,683**

B + 24	STEP	SALARY	TRS	TOTAL
	20	$68,628	*$1,760*	**$70,388**
	19	$66,940	*$1,716*	**$68,656**
	18	$65,414	*$1,677*	**$67,091**
	17	$63,887	*$1,638*	**$65,525**
	16	$62,360	*$1,599*	**$63,959**
	15	$60,833	*$1,560*	**$62,393**
	14	$59,467	*$1,525*	**$60,992**
	13	$58,101	*$1,490*	**$59,591**
	12	$56,735	*$1,455*	**$58,190**
	11	$55,369	*$1,420*	**$56,789**
	10	$54,002	*$1,385*	**$55,387**
	9	$52,797	*$1,354*	**$54,151**
	8	$51,592	*$1,323*	**$52,915**
	7	$50,386	*$1,292*	**$51,678**
	6	$49,181	*$1,261*	**$50,442**
	5	$47,975	*$1,230*	**$49,205**
	4	$46,931	*$1,203*	**$48,134**
PROBATIONARY	3	$45,886	*$1,177*	**$47,063**
SALARY W/TRS	2	$44,841	*$1,150*	**$45,991**
$44,802 **$45,951**	1	$43,797	*$1,123*	**$44,920**

M + 0	STEP	SALARY	TRS	TOTAL
	22	$81,405	*$2,087*	**$83,492**
	21	$79,396	*$2,036*	**$81,432**
	20	$77,387	*$1,984*	**$79,371**
	19	$75,378	*$1,933*	**$77,311**
	18	$73,369	*$1,881*	**$75,250**
	17	$71,360	*$1,830*	**$73,190**
	16	$69,351	*$1,778*	**$71,129**
	15	$67,503	*$1,731*	**$69,234**
	14	$65,655	*$1,683*	**$67,338**
	13	$63,806	*$1,636*	**$65,442**
	12	$61,958	*$1,589*	**$63,547**
	11	$60,271	*$1,545*	**$61,816**
	10	$58,583	*$1,502*	**$60,085**
	9	$56,895	*$1,459*	**$58,354**
	8	$55,208	*$1,416*	**$56,624**
	7	$53,681	*$1,376*	**$55,057**
	6	$52,154	*$1,337*	**$53,491**
	5	$50,627	*$1,298*	**$51,925**
	4	$49,100	*$1,259*	**$50,359**
PROBATIONARY	3	$47,734	*$1,224*	**$48,958**
SALARY W/TRS	2	$46,368	*$1,189*	**$47,557**
$46,000 **$47,179**	1	$45,002	*$1,154*	**$46,156**

M + 16	STEP	SALARY	TRS	TOTAL
	22	$87,593	*$2,246*	**$89,839**
	21	$81,405	*$2,087*	**$83,492**
	20	$79,396	*$2,036*	**$81,432**
	19	$77,387	*$1,984*	**$79,371**
	18	$75,378	*$1,933*	**$77,311**
	17	$73,369	*$1,881*	**$75,250**
	16	$71,360	*$1,830*	**$73,190**
	15	$69,512	*$1,782*	**$71,294**
	14	$67,664	*$1,735*	**$69,399**
	13	$65,815	*$1,688*	**$67,503**
	12	$63,967	*$1,640*	**$65,607**
	11	$62,280	*$1,597*	**$63,877**
	10	$60,592	*$1,554*	**$62,146**
	9	$58,904	*$1,510*	**$60,414**
	8	$57,217	*$1,467*	**$58,684**
	7	$55,690	*$1,428*	**$57,118**
	6	$54,163	*$1,389*	**$55,552**
	5	$52,636	*$1,350*	**$53,986**
	4	$51,109	*$1,310*	**$52,419**
PROBATIONARY	3	$49,743	*$1,275*	**$51,018**
SALARY W/TRS	2	$48,377	*$1,240*	**$49,617**
$48,000 **$49,231**	1	$47,011	*$1,205*	**$48,216**

M + 32	STEP	SALARY	TRS	TOTAL
	22	$89,602	*$2,297*	**$91,899**
	21	$83,414	*$2,139*	**$85,553**
	20	$81,405	*$2,087*	**$83,492**
	19	$79,396	*$2,036*	**$81,432**
	18	$77,387	*$1,984*	**$79,371**
	17	$75,378	*$1,933*	**$77,311**
	16	$73,369	*$1,881*	**$75,250**
	15	$71,521	*$1,834*	**$73,355**
	14	$69,673	*$1,786*	**$71,459**
	13	$67,824	*$1,739*	**$69,563**
	12	$65,976	*$1,692*	**$67,668**
	11	$64,289	*$1,648*	**$65,937**
	10	$62,601	*$1,605*	**$64,206**
	9	$60,913	*$1,562*	**$62,475**
	8	$59,226	*$1,519*	**$60,745**
	7	$57,699	*$1,479*	**$59,178**
	6	$56,172	*$1,440*	**$57,612**
	5	$54,645	*$1,401*	**$56,046**
	4	$53,118	*$1,362*	**$54,480**
PROBATIONARY	3	$51,752	*$1,327*	**$53,079**
SALARY W/TRS	2	$50,386	*$1,292*	**$51,678**
$50,000 **$51,282**	1	$49,020	*$1,257*	**$50,277**

M + 48	STEP	SALARY	TRS	TOTAL
	23	$94,062	*$2,412*	**$96,474**
	22	$92,656	*$2,376*	**$95,032**
	21	$88,638	*$2,273*	**$90,911**
	20	$83,414	*$2,139*	**$85,553**
	19	$81,405	*$2,087*	**$83,492**
	18	$79,396	*$2,036*	**$81,432**
	17	$77,387	*$1,984*	**$79,371**
	16	$75,378	*$1,933*	**$77,311**
	15	$73,530	*$1,885*	**$75,415**
	14	$71,682	*$1,838*	**$73,520**
	13	$69,833	*$1,791*	**$71,624**
	12	$67,985	*$1,743*	**$69,728**
	11	$66,298	*$1,700*	**$67,998**
	10	$64,610	*$1,657*	**$66,267**
	9	$62,922	*$1,613*	**$64,535**
	8	$61,235	*$1,570*	**$62,805**
	7	$59,708	*$1,531*	**$61,239**
	6	$58,181	*$1,492*	**$59,673**
	5	$56,654	*$1,453*	**$58,107**
	4	$55,127	*$1,414*	**$56,541**
PROBATIONARY	3	$53,761	*$1,378*	**$55,139**
SALARY W/TRS	2	$52,395	*$1,343*	**$53,738**
$52,000 **$53,333**	1	$51,029	*$1,308*	**$52,337**

SCHEDULE A UFEA SALARY SCHEDULE FOR 2024-25 **SCHEDULE BASE** $40,984 **STARTING SALARY** $41,820 $43,337 **BOARD PAID TRS** 3.50% (0.036269 WHEN COMPOUNDED)

B + 0	STEP	SALARY	TRS	TOTAL
	17	$60,820	*$2,206*	**$63,026**
	16	$59,304	*$2,151*	**$61,455**
	15	$57,787	*$2,096*	**$59,883**
	14	$56,435	*$2,047*	**$58,482**
	13	$55,082	*$1,998*	**$57,080**
	12	$53,730	*$1,949*	**$55,679**
	11	$52,377	*$1,900*	**$54,277**
	10	$51,025	*$1,851*	**$52,876**
	9	$49,836	*$1,808*	**$51,644**
	8	$48,648	*$1,764*	**$50,412**
	7	$47,459	*$1,721*	**$49,180**
	6	$46,271	*$1,678*	**$47,949**
	5	$45,082	*$1,635*	**$46,717**
	4	$44,058	*$1,598*	**$45,656**
PROBATIONARY	3	$43,033	*$1,561*	**$44,594**
SALARY W/TRS	2	$42,009	*$1,524*	**$43,533**
$41,820 **$43,337**	1	$40,984	*$1,486*	**$42,470**

B + 8	STEP	SALARY	TRS	TOTAL
	17	$62,050	*$2,250*	**$64,300**
	16	$60,533	*$2,195*	**$62,728**
	15	$59,017	*$2,140*	**$61,157**
	14	$57,664	*$2,091*	**$59,755**
	13	$56,312	*$2,042*	**$58,354**
	12	$54,959	*$1,993*	**$56,952**
	11	$53,607	*$1,944*	**$55,551**
	10	$52,255	*$1,895*	**$54,150**
	9	$51,066	*$1,852*	**$52,918**
	8	$49,877	*$1,809*	**$51,686**
	7	$48,689	*$1,766*	**$50,455**
	6	$47,500	*$1,723*	**$49,223**
	5	$46,312	*$1,680*	**$47,992**
	4	$45,287	*$1,643*	**$46,930**
PROBATIONARY	3	$44,263	*$1,605*	**$45,868**
SALARY W/TRS	2	$43,238	*$1,568*	**$44,806**
$43,075 **$44,637**	1	$42,213	*$1,531*	**$43,744**

B + 16	STEP	SALARY	TRS	TOTAL
	19	$66,312	*$2,405*	**$68,717**
	18	$64,796	*$2,350*	**$67,146**
	17	$63,279	*$2,295*	**$65,574**
	16	$61,763	*$2,240*	**$64,003**
	15	$60,246	*$2,185*	**$62,431**
	14	$58,894	*$2,136*	**$61,030**
	13	$57,541	*$2,087*	**$59,628**
	12	$56,189	*$2,038*	**$58,227**
	11	$54,837	*$1,989*	**$56,826**
	10	$53,484	*$1,940*	**$55,424**
	9	$52,296	*$1,897*	**$54,193**
	8	$51,107	*$1,854*	**$52,961**
	7	$49,918	*$1,810*	**$51,728**
	6	$48,730	*$1,767*	**$50,497**
	5	$47,541	*$1,724*	**$49,265**
	4	$46,517	*$1,687*	**$48,204**
PROBATIONARY	3	$45,492	*$1,650*	**$47,142**
SALARY W/TRS	2	$44,468	*$1,613*	**$46,081**
$44,367 **$45,976**	1	$43,443	*$2,533*	**$45,976**

B + 24	STEP	SALARY	TRS	TOTAL
	20	$69,222	*$2,511*	**$71,733**
	19	$67,542	*$2,450*	**$69,992**
	18	$66,025	*$2,395*	**$68,420**
	17	$64,509	*$2,340*	**$66,849**
	16	$62,992	*$2,285*	**$65,277**
	15	$61,476	*$2,230*	**$63,706**
	14	$60,123	*$2,181*	**$62,304**
	13	$58,771	*$2,132*	**$60,903**
	12	$57,419	*$2,083*	**$59,502**
	11	$56,066	*$2,033*	**$58,099**
	10	$54,714	*$1,984*	**$56,698**
	9	$53,525	*$1,941*	**$55,466**
	8	$52,337	*$1,898*	**$54,235**
	7	$51,148	*$1,855*	**$53,003**
	6	$49,959	*$1,812*	**$51,771**
	5	$48,771	*$1,769*	**$50,540**
	4	$47,746	*$1,732*	**$49,478**
PROBATIONARY	3	$46,722	*$1,695*	**$48,417**
SALARY W/TRS	2	$45,697	*$1,657*	**$47,354**
$45,500 **$47,150**	1	$44,673	*$2,477*	**$47,150**

M + 0	STEP	SALARY	TRS	TOTAL
	22	$82,173	*$2,980*	**$85,153**
	21	$80,165	*$2,908*	**$83,073**
	20	$78,156	*$2,835*	**$80,991**
	19	$76,148	*$2,762*	**$78,910**
	18	$74,140	*$2,689*	**$76,829**
	17	$72,132	*$2,616*	**$74,748**
	16	$70,124	*$2,543*	**$72,667**
	15	$68,279	*$2,476*	**$70,755**
	14	$66,435	*$2,410*	**$68,845**
	13	$64,591	*$2,343*	**$66,934**
	12	$62,746	*$2,276*	**$65,022**
	11	$61,066	*$2,215*	**$63,281**
	10	$59,386	*$2,154*	**$61,540**
	9	$57,705	*$2,093*	**$59,798**
	8	$56,025	*$2,032*	**$58,057**
	7	$54,509	*$1,977*	**$56,486**
	6	$52,992	*$1,922*	**$54,914**
	5	$51,476	*$1,867*	**$53,343**
	4	$49,959	*$1,812*	**$51,771**
PROBATIONARY	3	$48,607	*$1,763*	**$50,370**
SALARY W/TRS	2	$47,255	*$1,714*	**$48,969**
$46,820 **$48,518**	1	$45,902	*$1,665*	**$47,567**

M + 16	STEP	SALARY	TRS	TOTAL
	22	$88,525	*$3,211*	**$91,736**
	21	$82,214	*$2,982*	**$85,196**
	20	$80,206	*$2,909*	**$83,115**
	19	$78,197	*$2,836*	**$81,033**
	18	$76,189	*$2,763*	**$78,952**
	17	$74,181	*$2,690*	**$76,871**
	16	$72,173	*$2,618*	**$74,791**
	15	$70,328	*$2,551*	**$72,879**
	14	$68,484	*$2,484*	**$70,968**
	13	$66,640	*$2,417*	**$69,057**
	12	$64,796	*$2,350*	**$67,146**
	11	$63,115	*$2,289*	**$65,404**
	10	$61,435	*$2,228*	**$63,663**
	9	$59,755	*$2,167*	**$61,922**
	8	$58,074	*$2,106*	**$60,180**
	7	$56,558	*$2,051*	**$58,609**
	6	$55,041	*$1,996*	**$57,037**
	5	$53,525	*$1,941*	**$55,466**
	4	$52,009	*$1,886*	**$53,895**
PROBATIONARY	3	$50,656	*$1,837*	**$52,493**
SALARY W/TRS	2	$49,304	*$1,788*	**$51,092**
$48,820 **$50,591**	1	$47,951	*$1,739*	**$49,690**

M + 32	STEP	SALARY	TRS	TOTAL
	22	$90,575	*$3,285*	**$93,860**
	21	$84,263	*$3,056*	**$87,319**
	20	$82,255	*$2,983*	**$85,238**
	19	$80,247	*$2,910*	**$83,157**
	18	$78,238	*$2,838*	**$81,076**
	17	$76,230	*$2,765*	**$78,995**
	16	$74,222	*$2,692*	**$76,914**
	15	$72,378	*$2,625*	**$75,003**
	14	$70,533	*$2,558*	**$73,091**
	13	$68,689	*$2,491*	**$71,180**
	12	$66,845	*$2,424*	**$69,269**
	11	$65,164	*$2,363*	**$67,527**
	10	$63,484	*$2,303*	**$65,787**
	9	$61,804	*$2,242*	**$64,046**
	8	$60,123	*$2,181*	**$62,304**
	7	$58,607	*$2,126*	**$60,733**
	6	$57,091	*$2,071*	**$59,162**
	5	$55,574	*$2,016*	**$57,590**
	4	$54,058	*$1,961*	**$56,019**
PROBATIONARY	3	$52,705	*$1,912*	**$54,617**
SALARY W/TRS	2	$51,353	*$1,863*	**$53,216**
$50,820 **$52,663**	1	$50,000	*$1,813*	**$51,813**

M + 48	STEP	SALARY	TRS	TOTAL
	23	$95,165	*$3,452*	**$98,617**
	22	$93,730	*$3,399*	**$97,129**
	21	$89,632	*$3,251*	**$92,883**
	20	$84,304	*$3,058*	**$87,362**
	19	$82,296	*$2,985*	**$85,281**
	18	$80,288	*$2,912*	**$83,200**
	17	$78,279	*$2,839*	**$81,118**
	16	$76,271	*$2,766*	**$79,037**
	15	$74,427	*$2,699*	**$77,126**
	14	$72,583	*$2,633*	**$75,216**
	13	$70,738	*$2,566*	**$73,304**
	12	$68,894	*$2,499*	**$71,393**
	11	$67,214	*$2,438*	**$69,652**
	10	$65,533	*$2,377*	**$67,910**
	9	$63,853	*$2,316*	**$66,169**
	8	$62,173	*$2,255*	**$64,428**
	7	$60,656	*$2,200*	**$62,856**
	6	$59,140	*$2,145*	**$61,285**
	5	$57,623	*$2,090*	**$59,713**
	4	$56,107	*$2,035*	**$58,142**
PROBATIONARY	3	$54,755	*$1,986*	**$56,741**
SALARY W/TRS	2	$53,402	*$1,937*	**$55,339**
$52,820 **$54,736**	1	$52,050	*$1,888*	**$53,938**

SCHEDULE A UFEA SALARY SCHEDULE FOR 2025-26 **SCHEDULE BASE** $41,804 **STARTING SALARY** $42,656 $44,666 **BOARD PAID TRS** 4.50% (0.04712 WHEN COMPOUNDED)

B + 0	STEP	SALARY	TRS	TOTAL
	17	$61,368	*$2,892*	**$64,260**
	16	$59,863	*$2,821*	**$62,684**
	15	$58,358	*$2,750*	**$61,108**
	14	$57,020	*$2,687*	**$59,707**
	13	$55,682	*$2,624*	**$58,306**
	12	$54,345	*$2,561*	**$56,906**
	11	$53,007	*$2,498*	**$55,505**
	10	$51,669	*$2,435*	**$54,104**
	9	$50,499	*$2,380*	**$52,879**
	8	$49,328	*$2,324*	**$51,652**
	7	$48,158	*$2,269*	**$50,427**
	6	$46,987	*$2,214*	**$49,201**
	5	$45,817	*$2,159*	**$47,976**
	4	$44,813	*$2,112*	**$46,925**
PROBATIONARY	3	$43,810	*$2,064*	**$45,874**
SALARY W/TRS	2	$42,807	*$2,017*	**$44,824**
$42,656 **$44,666**	1	$41,804	*$1,970*	**$43,774**

B + 8	STEP	SALARY	TRS	TOTAL
	17	$62,622	*$2,951*	**$65,573**
	16	$61,117	*$2,880*	**$63,997**
	15	$59,612	*$2,809*	**$62,421**
	14	$58,274	*$2,746*	**$61,020**
	13	$56,937	*$2,683*	**$59,620**
	12	$55,599	*$2,620*	**$58,219**
	11	$54,261	*$2,557*	**$56,818**
	10	$52,923	*$2,494*	**$55,417**
	9	$51,753	*$2,439*	**$54,192**
	8	$50,582	*$2,383*	**$52,965**
	7	$49,412	*$2,328*	**$51,740**
	6	$48,241	*$2,273*	**$50,514**
	5	$47,071	*$2,218*	**$49,289**
	4	$46,068	*$2,171*	**$48,239**
PROBATIONARY	3	$45,064	*$2,123*	**$47,187**
SALARY W/TRS	2	$44,061	*$2,076*	**$46,137**
$43,936 **$46,006**	1	$43,058	*$2,029*	**$45,087**

B + 16	STEP	SALARY	TRS	TOTAL
	19	$66,886	*$3,152*	**$70,038**
	18	$65,381	*$3,081*	**$68,462**
	17	$63,876	*$3,010*	**$66,886**
	16	$62,371	*$2,939*	**$65,310**
	15	$60,866	*$2,868*	**$63,734**
	14	$59,528	*$2,805*	**$62,333**
	13	$58,191	*$2,742*	**$60,933**
	12	$56,853	*$2,679*	**$59,532**
	11	$55,515	*$2,616*	**$58,131**
	10	$54,178	*$2,553*	**$56,731**
	9	$53,007	*$2,498*	**$55,505**
	8	$51,837	*$2,443*	**$54,280**
	7	$50,666	*$2,387*	**$53,053**
	6	$49,496	*$2,332*	**$51,828**
	5	$48,325	*$2,277*	**$50,602**
	4	$47,322	*$2,230*	**$49,552**
PROBATIONARY	3	$46,318	*$2,183*	**$48,501**
SALARY W/TRS	2	$45,315	*$2,135*	**$47,450**
$45,254 **$47,386**	1	$44,312	*$2,088*	**$46,400**

B + 24	STEP	SALARY	TRS	TOTAL
	20	$69,812	*$3,290*	**$73,102**
	19	$68,140	*$3,211*	**$71,351**
	18	$66,635	*$3,140*	**$69,775**
	17	$65,130	*$3,069*	**$68,199**
	16	$63,625	*$2,998*	**$66,623**
	15	$62,120	*$2,927*	**$65,047**
	14	$60,782	*$2,864*	**$63,646**
	13	$59,445	*$2,801*	**$62,246**
	12	$58,107	*$2,738*	**$60,845**
	11	$56,769	*$2,675*	**$59,444**
	10	$55,432	*$2,612*	**$58,044**
	9	$54,261	*$2,557*	**$56,818**
	8	$53,091	*$2,502*	**$55,593**
	7	$51,920	*$2,446*	**$54,366**
	6	$50,750	*$2,391*	**$53,141**
	5	$49,579	*$2,336*	**$51,915**
	4	$48,576	*$2,289*	**$50,865**
PROBATIONARY	3	$47,573	*$2,242*	**$49,815**
SALARY W/TRS	2	$46,569	*$2,194*	**$48,763**
$46,500 **$48,691**	1	$45,566	*$2,147*	**$47,713**

M + 0	STEP	SALARY	TRS	TOTAL
	22	$82,938	*$3,908*	**$86,846**
	21	$80,932	*$3,814*	**$84,746**
	20	$78,925	*$3,719*	**$82,644**
	19	$76,919	*$3,624*	**$80,543**
	18	$74,912	*$3,530*	**$78,442**
	17	$72,906	*$3,435*	**$76,341**
	16	$70,899	*$3,341*	**$74,240**
	15	$69,060	*$3,254*	**$72,314**
	14	$67,220	*$3,167*	**$70,387**
	13	$65,381	*$3,081*	**$68,462**
	12	$63,542	*$2,994*	**$66,536**
	11	$61,869	*$2,915*	**$64,784**
	10	$60,197	*$2,836*	**$63,033**
	9	$58,525	*$2,758*	**$61,283**
	8	$56,853	*$2,679*	**$59,532**
	7	$55,348	*$2,608*	**$57,956**
	6	$53,843	*$2,537*	**$56,380**
	5	$52,338	*$2,466*	**$54,804**
	4	$50,833	*$2,395*	**$53,228**
PROBATIONARY	3	$49,496	*$2,332*	**$51,828**
SALARY W/TRS	2	$48,158	*$2,269*	**$50,427**
$47,656 **$49,902**	1	$46,820	*$2,206*	**$49,026**

M + 16	STEP	SALARY	TRS	TOTAL
	22	$89,460	*$4,215*	**$93,675**
	21	$83,022	*$3,912*	**$86,934**
	20	$81,015	*$3,817*	**$84,832**
	19	$79,009	*$3,723*	**$82,732**
	18	$77,002	*$3,628*	**$80,630**
	17	$74,996	*$3,534*	**$78,530**
	16	$72,989	*$3,439*	**$76,428**
	15	$71,150	*$3,353*	**$74,503**
	14	$69,310	*$3,266*	**$72,576**
	13	$67,471	*$3,179*	**$70,650**
	12	$65,632	*$3,093*	**$68,725**
	11	$63,960	*$3,014*	**$66,974**
	10	$62,287	*$2,935*	**$65,222**
	9	$60,615	*$2,856*	**$63,471**
	8	$58,943	*$2,777*	**$61,720**
	7	$57,438	*$2,706*	**$60,144**
	6	$55,933	*$2,636*	**$58,569**
	5	$54,428	*$2,565*	**$56,993**
	4	$52,923	*$2,494*	**$55,417**
PROBATIONARY	3	$51,586	*$2,431*	**$54,017**
SALARY W/TRS	2	$50,248	*$2,368*	**$52,616**
$49,656 **$51,996**	1	$48,910	*$2,305*	**$51,215**

M + 32	STEP	SALARY	TRS	TOTAL
	22	$91,550	*$4,314*	**$95,864**
	21	$85,112	*$4,010*	**$89,122**
	20	$83,106	*$3,916*	**$87,022**
	19	$81,099	*$3,821*	**$84,920**
	18	$79,092	*$3,727*	**$82,819**
	17	$77,086	*$3,632*	**$80,718**
	16	$75,079	*$3,538*	**$78,617**
	15	$73,240	*$3,451*	**$76,691**
	14	$71,401	*$3,364*	**$74,765**
	13	$69,561	*$3,278*	**$72,839**
	12	$67,722	*$3,191*	**$70,913**
	11	$66,050	*$3,112*	**$69,162**
	10	$64,378	*$3,033*	**$67,411**
	9	$62,705	*$2,955*	**$65,660**
	8	$61,033	*$2,876*	**$63,909**
	7	$59,528	*$2,805*	**$62,333**
	6	$58,023	*$2,734*	**$60,757**
	5	$56,519	*$2,663*	**$59,182**
	4	$55,014	*$2,592*	**$57,606**
PROBATIONARY	3	$53,676	*$2,529*	**$56,205**
SALARY W/TRS	2	$52,338	*$2,466*	**$54,804**
$51,656 **$54,090**	1	$51,000	*$2,403*	**$53,403**

M + 48	STEP	SALARY	TRS	TOTAL
	23	$96,274	*$4,536*	**$100,810**
	22	$94,811	*$4,467*	**$99,278**
	21	$90,630	*$4,270*	**$94,900**
	20	$85,196	*$4,014*	**$89,210**
	19	$83,189	*$3,920*	**$87,109**
	18	$81,183	*$3,825*	**$85,008**
	17	$79,176	*$3,731*	**$82,907**
	16	$77,170	*$3,636*	**$80,806**
	15	$75,330	*$3,550*	**$78,880**
	14	$73,491	*$3,463*	**$76,954**
	13	$71,651	*$3,376*	**$75,027**
	12	$69,812	*$3,290*	**$73,102**
	11	$68,140	*$3,211*	**$71,351**
	10	$66,468	*$3,132*	**$69,600**
	9	$64,796	*$3,053*	**$67,849**
	8	$63,123	*$2,974*	**$66,097**
	7	$61,619	*$2,903*	**$64,522**
	6	$60,114	*$2,833*	**$62,947**
	5	$58,609	*$2,762*	**$61,371**
	4	$57,104	*$2,691*	**$59,795**
PROBATIONARY	3	$55,766	*$2,628*	**$58,394**
SALARY W/TRS	2	$54,428	*$2,565*	**$56,993**
$53,656 **$56,184**	1	$53,091	*$2,502*	**$55,593**

SCHEDULE A UFEA SALARY SCHEDULE FOR 2026-27 **SCHEDULE BASE** $42,640 **STARTING SALARY** $43,510 $46,287 **BOARD PAID TRS** 6.00% (0.06383 WHEN COMPOUNDED)

B + 0	STEP	SALARY	TRS	TOTAL
	17	$61,913	*$3,952*	**$65,865**
	16	$60,420	*$3,857*	**$64,277**
	15	$58,928	*$3,761*	**$62,689**
	14	$57,606	*$3,677*	**$61,283**
	13	$56,284	*$3,593*	**$59,877**
	12	$54,963	*$3,508*	**$58,471**
	11	$53,641	*$3,424*	**$57,065**
	10	$52,319	*$3,340*	**$55,659**
	9	$51,168	*$3,266*	**$54,434**
	8	$50,016	*$3,193*	**$53,209**
	7	$48,865	*$3,119*	**$51,984**
	6	$47,714	*$3,046*	**$50,760**
	5	$46,563	*$2,972*	**$49,535**
	4	$45,582	*$2,909*	**$48,491**
PROBATIONARY	3	$44,601	*$2,847*	**$47,448**
SALARY W/TRS	2	$43,620	*$2,784*	**$46,404**
$43,510 **$46,287**	1	$42,640	*$2,722*	**$45,362**

B + 8	STEP	SALARY	TRS	TOTAL
	17	$63,192	*$4,034*	**$67,226**
	16	$61,700	*$3,938*	**$65,638**
	15	$60,207	*$3,843*	**$64,050**
	14	$58,885	*$3,759*	**$62,644**
	13	$57,564	*$3,674*	**$61,238**
	12	$56,242	*$3,590*	**$59,832**
	11	$54,920	*$3,506*	**$58,426**
	10	$53,598	*$3,421*	**$57,019**
	9	$52,447	*$3,348*	**$55,795**
	8	$51,296	*$3,274*	**$54,570**
	7	$50,144	*$3,201*	**$53,345**
	6	$48,993	*$3,127*	**$52,120**
	5	$47,842	*$3,054*	**$50,896**
	4	$46,861	*$2,991*	**$49,852**
PROBATIONARY	3	$45,880	*$2,929*	**$48,809**
SALARY W/TRS	2	$44,900	*$2,866*	**$47,766**
$44,815 **$47,676**	1	$43,919	*$2,803*	**$46,722**

B + 16	STEP	SALARY	TRS	TOTAL
	19	$67,456	*$4,306*	**$71,762**
	18	$65,964	*$4,210*	**$70,174**
	17	$64,471	*$4,115*	**$68,586**
	16	$62,979	*$4,020*	**$66,999**
	15	$61,486	*$3,925*	**$65,411**
	14	$60,165	*$3,840*	**$64,005**
	13	$58,843	*$3,756*	**$62,599**
	12	$57,521	*$3,672*	**$61,193**
	11	$56,199	*$3,587*	**$59,786**
	10	$54,877	*$3,503*	**$58,380**
	9	$53,726	*$3,429*	**$57,155**
	8	$52,575	*$3,356*	**$55,931**
	7	$51,423	*$3,282*	**$54,705**
	6	$50,272	*$3,209*	**$53,481**
	5	$49,121	*$3,135*	**$52,256**
	4	$48,140	*$3,073*	**$51,213**
PROBATIONARY	3	$47,160	*$3,010*	**$50,170**
SALARY W/TRS	2	$46,179	*$2,948*	**$49,127**
$46,159 **$49,105**	1	$45,198	*$2,885*	**$48,083**

B + 24	STEP	SALARY	TRS	TOTAL
	20	$70,398	*$4,494*	**$74,892**
	19	$68,735	*$4,387*	**$73,122**
	18	$67,243	*$4,292*	**$71,535**
	17	$65,750	*$4,197*	**$69,947**
	16	$64,258	*$4,102*	**$68,360**
	15	$62,766	*$4,006*	**$66,772**
	14	$61,444	*$3,922*	**$65,366**
	13	$60,122	*$3,838*	**$63,960**
	12	$58,800	*$3,753*	**$62,553**
	11	$57,478	*$3,669*	**$61,147**
	10	$56,156	*$3,584*	**$59,740**
	9	$55,005	*$3,511*	**$58,516**
	8	$53,854	*$3,438*	**$57,292**
	7	$52,703	*$3,364*	**$56,067**
	6	$51,551	*$3,291*	**$54,842**
	5	$50,400	*$3,217*	**$53,617**
	4	$49,419	*$3,154*	**$52,573**
PROBATIONARY	3	$48,439	*$3,092*	**$51,531**
SALARY W/TRS	2	$47,458	*$3,029*	**$50,487**
$47,400 **$50,426**	1	$46,477	*$2,967*	**$49,444**

M + 0	STEP	SALARY	TRS	TOTAL
	22	$83,702	*$5,343*	**$89,045**
	21	$81,698	*$5,215*	**$86,913**
	20	$79,694	*$5,087*	**$84,781**
	19	$77,690	*$4,959*	**$82,649**
	18	$75,685	*$4,831*	**$80,516**
	17	$73,681	*$4,703*	**$78,384**
	16	$71,677	*$4,575*	**$76,252**
	15	$69,844	*$4,458*	**$74,302**
	14	$68,010	*$4,341*	**$72,351**
	13	$66,177	*$4,224*	**$70,401**
	12	$64,343	*$4,107*	**$68,450**
	11	$62,680	*$4,001*	**$66,681**
	10	$61,017	*$3,895*	**$64,912**
	9	$59,354	*$3,789*	**$63,143**
	8	$57,692	*$3,682*	**$61,374**
	7	$56,199	*$3,587*	**$59,786**
	6	$54,707	*$3,492*	**$58,199**
	5	$53,214	*$3,397*	**$56,611**
	4	$51,722	*$3,301*	**$55,023**
PROBATIONARY	3	$50,400	*$3,217*	**$53,617**
SALARY W/TRS	2	$49,078	*$3,133*	**$52,211**
$48,510 **$51,606**	1	$47,756	*$3,048*	**$50,804**

M + 16	STEP	SALARY	TRS	TOTAL
	22	$90,396	*$5,770*	**$96,166**
	21	$83,830	*$5,351*	**$89,181**
	20	$81,826	*$5,223*	**$87,049**
	19	$79,822	*$5,095*	**$84,917**
	18	$77,817	*$4,967*	**$82,784**
	17	$75,813	*$4,839*	**$80,652**
	16	$73,809	*$4,711*	**$78,520**
	15	$71,976	*$4,594*	**$76,570**
	14	$70,142	*$4,477*	**$74,619**
	13	$68,309	*$4,360*	**$72,669**
	12	$66,475	*$4,243*	**$70,718**
	11	$64,812	*$4,137*	**$68,949**
	10	$63,149	*$4,031*	**$67,180**
	9	$61,486	*$3,925*	**$65,411**
	8	$59,824	*$3,819*	**$63,643**
	7	$58,331	*$3,723*	**$62,054**
	6	$56,839	*$3,628*	**$60,467**
	5	$55,346	*$3,533*	**$58,879**
	4	$53,854	*$3,438*	**$57,292**
PROBATIONARY	3	$52,532	*$3,353*	**$55,885**
SALARY W/TRS	2	$51,210	*$3,269*	**$54,479**
$50,510 **$53,734**	1	$49,888	*$3,184*	**$53,072**

M + 32	STEP	SALARY	TRS	TOTAL
	22	$92,528	*$5,906*	**$98,434**
	21	$85,962	*$5,487*	**$91,449**
	20	$83,958	*$5,359*	**$89,317**
	19	$81,954	*$5,231*	**$87,185**
	18	$79,949	*$5,103*	**$85,052**
	17	$77,945	*$4,975*	**$82,920**
	16	$75,941	*$4,847*	**$80,788**
	15	$74,108	*$4,730*	**$78,838**
	14	$72,274	*$4,613*	**$76,887**
	13	$70,441	*$4,496*	**$74,937**
	12	$68,607	*$4,379*	**$72,986**
	11	$66,944	*$4,273*	**$71,217**
	10	$65,281	*$4,167*	**$69,448**
	9	$63,618	*$4,061*	**$67,679**
	8	$61,955	*$3,955*	**$65,910**
	7	$60,463	*$3,859*	**$64,322**
	6	$58,971	*$3,764*	**$62,735**
	5	$57,478	*$3,669*	**$61,147**
	4	$55,986	*$3,574*	**$59,560**
PROBATIONARY	3	$54,664	*$3,489*	**$58,153**
SALARY W/TRS	2	$53,342	*$3,405*	**$56,747**
$52,510 **$55,862**	1	$52,020	*$3,320*	**$55,340**

M + 48	STEP	SALARY	TRS	TOTAL
	23	$97,389	*$6,216*	**$103,605**
	22	$95,897	*$6,121*	**$102,018**
	21	$91,633	*$5,849*	**$97,482**
	20	$86,090	*$5,495*	**$91,585**
	19	$84,086	*$5,367*	**$89,453**
	18	$82,081	*$5,239*	**$87,320**
	17	$80,077	*$5,111*	**$85,188**
	16	$78,073	*$4,983*	**$83,056**
	15	$76,240	*$4,866*	**$81,106**
	14	$74,406	*$4,749*	**$79,155**
	13	$72,573	*$4,632*	**$77,205**
	12	$70,739	*$4,515*	**$75,254**
	11	$69,076	*$4,409*	**$73,485**
	10	$67,413	*$4,303*	**$71,716**
	9	$65,750	*$4,197*	**$69,947**
	8	$64,087	*$4,091*	**$68,178**
	7	$62,595	*$3,995*	**$66,590**
	6	$61,103	*$3,900*	**$65,003**
	5	$59,610	*$3,805*	**$63,415**
	4	$58,118	*$3,710*	**$61,828**
PROBATIONARY	3	$56,796	*$3,625*	**$60,421**
SALARY W/TRS	2	$55,474	*$3,541*	**$59,015**
$54,510 **$57,989**	1	$54,152	*$3,457*	**$57,609**

		2023-2024 % of Base	2023-2024 Increment	2023-2024 Longevity	2024-2025 % of Base	2024-2025 Increment	2024-2025 Longevity	2025-2026 % of Base	2025-2026 Increment	2025-2026 Longevity	2025-2026 % of Base	2025-2026 Increment	2025-2026 Longevity
			$40,180			**$40,984**			**$41,804**			**$42,640**	
CHAIR - 1-3 FTE IN DEPARTMENT	CHR1/CHR1L	0.05	$2,009	$2,210	0.05	$2,049	$2,254	0.05	$2,090	$2,299	0.05	$2,132	$2,345
CHAIR - 4-7 FTE IN DEPARTMENT	CHR2/CHR2L	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
CHAIR - 8-11 FTE IN DEPARTMENT	CHR3/CHR3L	0.07	$2,813	$3,094	0.07	$2,869	$3,156	0.07	$2,926	$3,219	0.07	$2,985	$3,283
CHAIR - 12-15 FTE IN DEPARTMENT	CHR4/CHR4L	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
CHAIR - 16+ FTE IN DEPARTMENT	CHR5/CHR5L	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
DRIVERS EDUCATION COORDINATOR	DRIVE/DRIVEL	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
ASSISTANT ATHLETIC DIRECTOR	AAD	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
HIGH SCHOOL ACTIVITY TREASURER	SHAT/SHATL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
PBIS COACH													
HIGH SCHOOL	PBISHS		$1,000			$1,000			$1,000			$1,000	
JUNIOR HIGH	PBISJH		$800			$800			$800			$800	
ELEMENTARY 300+ ENROLLMENT	PBIS2 300+		$600			$600			$600			$600	
ELEMENTARY <300 ENROLLMENT	PBIS1 <300		$400			$400			$400			$400	
SPORTS - HIGH SCHOOL													
HEAD COACHES													
BASEBALL	SHBE/SHBEL	0.16	$6,429	$7,072	0.16	$6,557	$7,213	0.16	$6,689	$7,358	0.16	$6,822	$7,505
BASKETBALL	SHBB/SHBBL	0.19	$7,634	$8,398	0.19	$7,787	$8,566	0.19	$7,943	$8,737	0.19	$8,102	$8,912
BASS FISHING		0.025	$1,005	$1,105	0.025	$1,025	$1,127	0.025	$1,045	$1,150	0.025	$1,066	$1,173
CROSS COUNTRY	SHCC/SHCCL	0.16	$6,429	$7,072	0.16	$6,557	$7,213	0.16	$6,689	$7,358	0.16	$6,822	$7,505
E-SPORTS		0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
FOOTBALL	SHFT/SHFTL	0.19	$7,634	$8,398	0.19	$7,787	$8,566	0.19	$7,943	$8,737	0.19	$8,102	$8,912
GOLF	SHGF/SHGFL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
LACROSSE	SHLA/SHLAL	0.13	$5,223	$5,746	0.13	$5,328	$5,861	0.13	$5,435	$5,978	0.13	$5,543	$6,098
SOCCER	SHSO/SHSOL	0.16	$6,429	$7,072	0.16	$6,557	$7,213	0.16	$6,689	$7,358	0.16	$6,822	$7,505
SOFTBALL	SHSB/SHSBL	0.16	$6,429	$7,072	0.16	$6,557	$7,213	0.16	$6,689	$7,358	0.16	$6,822	$7,505
SWIMMING	SHSW/SHSWL	0.16	$6,429	$7,072	0.16	$6,557	$7,213	0.16	$6,689	$7,358	0.16	$6,822	$7,505
TENNIS	SHTN/SHTNL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
TRACK	SHTR/SHTRL	0.16	$6,429	$7,072	0.16	$6,557	$7,213	0.16	$6,689	$7,358	0.16	$6,822	$7,505
VOLLEYBALL	SHVB/SHVBL	0.19	$7,634	$8,398	0.19	$7,787	$8,566	0.19	$7,943	$8,737	0.19	$8,102	$8,912
WRESTLING	SHWR/SHWRL	0.19	$7,634	$8,398	0.19	$7,787	$8,566	0.19	$7,943	$8,737	0.19	$8,102	$8,912
ASSISTANT COACHES													
BASEBALL	AVBE/AVBEL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
BASKETBALL	AVBB/AVBBL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
CROSS COUNTRY	AVCC/AVCCL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
E-SPORTS		0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
FOOTBALL	AVFT/AVFTL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159

GOLF	AVGF/AVGFL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
LACROSSE	AVLA/AVLAL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
SOCCER	AVSO/AVSOL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
SOFTBALL	AVSB/AVSBL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
SWIMMING	ASW/ASWL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
TENNIS	AVTN/AVTNL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
TRACK	AVTR/AVTRL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
VOLLEYBALL	AVVB/AVVBL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
WRESTLING	AVWR/AVWRL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
SPORTS - JUNIOR HIGH													
7/8-BASEBALL	JHBE/JHBEL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
7-BASKETBALL	JHBB/JHBBL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
8-BASKETBALL	JHBB/JHBBL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
7/8-SOFTBALL	JHSB/JHSBL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
7-TRACK	JHTR/JHTRL	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
8-TRACK	JHTR/JHTRL	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
7-VOLLEYBALL	JHVB/JHVBL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
8-VOLLEYBALL	JHVB/JHVBL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
7/8-WRESTLING	JHWR/JHWRL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
7/8-CROSS COUNTRY	JHCC/JHCCL	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
CHEERLEADERS / DANCE													

HIGH SCHOOL													
VARSITY FOOTBALL	CHFT/CHFTL	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
COMPETITIVE CHEER	CHBB/CHBBL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
SOPHOMORE	SOCH/SOCHL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
COMPETITIVE DANCE	DANHS	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
JUNIOR HIGH													
7/8 CHEERLEADER	JHC/JHCL	0.05	$2,009	$2,210	0.05	$2,049	$2,254	0.05	$2,090	$2,299	0.05	$2,132	$2,345
DANCE	DANJH	0.05	$2,009	$2,210	0.05	$2,049	$2,254	0.05	$2,090	$2,299	0.05	$2,132	$2,345
ADVISORS / SPONSORS													
HIGH SCHOOL													
TECHNICAL DIRECTOR	HSTD/HSTDL	0.1	$4,018	$4,420	0.1	$4,098	$4,508	0.1	$4,180	$4,598	0.1	$4,264	$4,690
HEAD SENIOR CLASS	HSCS/HSCSL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
HEAD JUNIOR CLASS	HJCS/HJCSL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
HEAD SOPHOMORE CLASS	SOCS/SOCSL	0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469
HEAD FRESHMAN CLASS	HFCS/HFCSL	0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469
FCCLA SPONSOR	FHA/FHAL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
NEWSPAPER	SHNS/SHNSL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
STUDENT COUNCIL	SHSC/SHSCL	0.1	$4,018	$4,420	0.1	$4,098	$4,508	0.1	$4,180	$4,598	0.1	$4,264	$4,690
YEARBOOK	SHYB/SHYBL	0.08	$3,214	$3,536	0.08	$3,279	$3,607	0.08	$3,344	$3,679	0.08	$3,411	$3,752
FBLA	SHYB/SHYBL	0.0125	$502	$552	0.0125	$512	$564	0.0125	$523	$575	0.0125	$533	$586

JUNIOR HIGH													
FCCLA SPONSOR	FHA/FHAL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
STUDENT SENATE	JHSS/JHSSL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876
YEARBOOK	JHYB/JHYB	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
SPIRIT CLUB	JHSC/JHSCL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
ELEMENTARY													
STUDENT COUNCIL	ELSC/ELSCL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
PATROL	ELPA/ELPAL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
ACADEMIC - COACHES													
HIGH SCHOOL													
MOCK TRIAL	SHMT/SHMTL	0.015	$603	$663	0.015	$615	$676	0.015	$627	$690	0.015	$640	$704
CHESS	SHCH/SHCHL	0.025	$1,005	$1,105	0.025	$1,025	$1,127	0.025	$1,045	$1,150	0.025	$1,066	$1,173
DRAMA	SHDR/SHDRL	0.11	$4,420	$4,862	0.11	$4,508	$4,959	0.11	$4,598	$5,058	0.11	$4,690	$5,159
SCHOLASTIC BOWL	SCB/SCBL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
ASST. SCHOLASTIC BOWL	SCBA/SCBAL	0.055	$2,210	$2,431	0.055	$2,254	$2,480	0.055	$2,299	$2,529	0.055	$2,345	$2,580
SPEECH	SHSP/SHSPL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
ASSISTANT SPEECH	SHAS/SHASL	0.055	$2,210	$2,431	0.055	$2,254	$2,480	0.055	$2,299	$2,529	0.055	$2,345	$2,580
MATH TEAM	SHMAT/SHMATL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
JUNIOR HIGH													
MATH	JHMA/JHMAL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
DRAMA	JHDR/JHDRL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
CHESS	JHCH/JHCHL	0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469
SPEECH	JHSP/JHSPL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
YOUNG AUTHORS	JHYA/JHYAL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
ELEMENTARY													
CHESS	ELCH/ELCHL	0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469
YOUNG AUTHORS-SGL/DBL	YA1/YA1L	0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469
YOUNG AUTHORS-TRI/QUAD	YA2/YA2L	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
MUSIC													
HIGH SCHOOL													
BAND	SHBA/SHBAL	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
ASST. BAND	ASBA/ASBAL	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
JAZZ BAND	SHJZ/SHJZL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
CHOIR	SHCR/SHCRL	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
ORCHESTRA	SHOR/SHORL	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
WINTER GUARD DIRECTOR	WGD/WGDL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
WINTER GUARD ASST. DIR.	WGAD/WGADL	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
VOCAL ENSEMBLE DIRECTOR	SCDR/SCDRL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
MARCHING BAND DIRECTOR	MBDR/MBDRL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
ASSISTANT MARCHING BAND DIRECTOR	ASBDR/ASBDRL	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
MUSICAL DIRECTOR	MUDR/MUDRL	0.04	$1,607	$1,768	0.04	$1,639	$1,803	0.04	$1,672	$1,839	0.04	$1,706	$1,876

ASST. MUSICAL DIRECTOR	ASMU/ASMUL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
MUSICAL ACCOMPANIST	MUAC/MUACL	0.015	$603	$663	0.015	$615	$676	0.015	$627	$690	0.015	$640	$704
MUSICAL ORCHESTRA DIR.	MUOR/MUORL	0.015	$603	$663	0.015	$615	$676	0.015	$627	$690	0.015	$640	$704
COLOR GUARD (FLAGS)	COGU/COGUL	0.09	$3,616	$3,978	0.09	$3,689	$4,057	0.09	$3,762	$4,139	0.09	$3,838	$4,221
DRUM LINE	DRUM/DRUML	0.045	$1,808	$1,989	0.045	$1,844	$2,029	0.045	$1,881	$2,069	0.045	$1,919	$2,111
MADRIGALS	SHMA/SHMAL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
WINTER DRUMLINE	WDRU/WDRUL	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
JUNIOR HIGH													
BAND	JHBA/JHBAL	0.035	$1,406	$1,547	0.035	$1,434	$1,578	0.035	$1,463	$1,609	0.035	$1,492	$1,642
JAZZ BAND	JHJZ/JHJZL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938
CHOIR	JHCR/JHCRL	0.035	$1,406	$1,547	0.035	$1,434	$1,578	0.035	$1,463	$1,609	0.035	$1,492	$1,642
ORCHESTRA	JHOR/JHORL	0.035	$1,406	$1,547	0.035	$1,434	$1,578	0.035	$1,463	$1,609	0.035	$1,492	$1,642
ELEMENTARY													
SCHOOL CONCERTS		0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469

TECHNOLOGY													
BUILDING TECHNOLOGY COACH	BTECH		$1,000			$1,000			$1,000			$1,000	
HIGH SCHOOL - Webmaster	WEBH/WEBHL	0.06	$2,411	$2,652	0.06	$2,459	$2,705	0.06	$2,508	$2,759	0.06	$2,558	$2,814
HIGH SCHOOL IMC - Webmaster	WEBI/WEBIL	0.01	$402	$442	0.01	$410	$451	0.01	$418	$460	0.01	$426	$469
MIDDLE SCHOOL - Webmaster	WEBM/WEBML	0.03	$1,205	$1,326	0.03	$1,230	$1,352	0.03	$1,254	$1,380	0.03	$1,279	$1,407
ELEMENTARY - Webmaster	WEBE/WEBL	0.02	$804	$884	0.02	$820	$902	0.02	$836	$920	0.02	$853	$938

EXTRA DUTIES - PER SEMESTER													
Extra Assignment: Instructional		0.06	$2,411		0.06	$2,459		0.06	$2,508		0.06	$2,558	
Extra Assignment: Non-Instructional*		0.03	$1,205		0.03	$1,230		0.03	$1,254		0.03	$1,279	
**includes Noon Hour Supervision*													

ADDITIONAL EDUCATION ATTAINMENT													
PhD, EdD			$1,500			$1,500			$1,500			$1,500	
National Board Teacher Certification*			$1,500			$1,500			$1,500			$1,500	
CCC*			$1,500			$1,500			$1,500			$1,500	
LCSW*			$1,500			$1,500			$1,500			$1,500	
Nationally Certified School Counselor*			$1,500			$1,500			$1,500			$1,500	
Nationally Certified School Psychologist*			$1,500			$1,500			$1,500			$1,500	
Nationally Certified School Nurse*			$1,500			$1,500			$1,500			$1,500	

** for full-time employees only*

An employee who has performed the same assignment for 5 cumulative years shall be additionally compensated in the amount of .10 timesthe current rate for the applicable Schedule B assignment. This does not include Extra Assignments or Additional Educational Attainment.

- Longevity in coaching would be gained by doing the same Schedule B indexed sport at any level for 5 years.
- Longevity in music would be gained by holding a position within the specific category at any level for 5 years.
- Longevity in any academic area would be gained by doing the same Schedule B activity at any level for 5 years.

When a bargaining unit member and non-bargaining unit member are equally qualified in all respects for a Schedule B position, the bargaining unit member will be hired.

2023
through
2027

NEGOTIATED CONTRACT

between

Board of Education
Community Unit School District No. 5
McLean and Woodford Counties, Illinois

and

Unit Five Support Professionals Association
Illinois Education Association/National Education Association

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ARTICLE I: RECOGNITION

1.1

The Board of Education of Community Unit School District No. 5 of McLean and Woodford Counties, Illinois, hereinafter referred to as the "Board" recognizes the Unit Five Support Professionals Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative for all regularly employed bargaining unit members, except all confidential, supervisory, and managerial employees.

1.2

Benefits for any part-time bargaining unit member shall be on a pro-rated basis. All part-time bargaining unit members employed on or before September 1, 2005 shall continue to receive benefits in effect prior to said date.

ARTICLE II: NEGOTIATIONS PROCEDURES

2.1

Negotiations on successor agreements shall begin no later than April 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

2.2

Each party agrees that it is the mutual responsibility of each to confer upon respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations and to reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

2.3

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the bargaining unit, as herein defined, and the Association shall not select a Board employee excluded from the bargaining unit.

2.4

Should either party declare impasse under the provisions of an applicable statute, the parties shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator. Should FMCS be unavailable, the parties shall mutually agree upon a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs of mediation shall be shared equally by the Association and the Board.

ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/ WAIVER OF ADDITIONAL BARGAINING

3.1

The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the District to the full extent authorized by law and shall be limited only by the provisions of this Agreement.

3.2

Recognizing that adequate means are made available by this Agreement for the resolution of each bargaining unit member's grievance and/or complaint, and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor any bargaining unit member covered by this Agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this Agreement. It is understood and agreed that any bargaining unit member violating this provision of this Agreement shall be subject to disciplinary action by the Board up to and including dismissal.

3.3

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, each for the life of this Agreement, voluntarily and unqualifiedly waive any right which might otherwise exist under law, practice, or custom to negotiate concerning any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, except only for mandatory subjects of bargaining which were clearly not within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. The parties shall attempt to resolve issues through collaboration.

ARTICLE IV: ASSOCIATION RIGHTS

4.1 Dues Deductions

The Board shall deduct from each bargaining unit member's pay the current dues of the Association, in the amount certified by the Association and in accordance with the terms of the bargaining unit member's written authorization provided to the Board by the Association. Bargaining unit member requests to authorize, revoke, cancel, or change authorizations for payroll deductions shall be directed to the Association rather than to the Board. The Association shall be responsible for initially processing requests and for notifying and providing proper requests to the Board. Upon receiving written notice of the authorization, the Board shall commence dues deductions as soon as practicable, but in no case later than 30 days after receiving notice from the Association. All dues deducted by the Board shall be transmitted to the Association no later than 10 days after they are deducted. If the requests are not provided to the Board, the Board shall rely on information provided by the Association regarding whether deductions for the Association were properly authorized, revoked, canceled, or changed, and the Association shall indemnify the Board for any damages and reasonable costs incurred for any claims made by bargaining unit members for deductions made in good faith reliance on that information or deductions made in good faith by reason of the failure of the Association to transmit appropriate information.

Deductions shall remain in effect until:

1. the Board receives notice that a bargaining unit member has revoked authorization in writing in accordance with the terms of the authorization; or
2. the individual is no longer employed by the Board in a bargaining unit position; or
3. the bargaining unit member is placed on leave pursuant to any of the following sections: 8.2.2, 8.2.3. 8.2.4, 8.2.5.

4.2 Right to Organize

The Board agrees that it will not discriminate against any member of the bargaining unit with respect to hours, wages, terms or conditions of employment by reason of the bargaining unit member's membership in any professional organization, participation in negotiations, or participation in any grievance.

4.3 Meetings, Notices, and General Information

4.3.1 Use of School Buildings

The Association is allowed the use of school buildings for meetings, provided that such use shall be restricted to reasonable times and shall not interfere with or interrupt normal school operations. For general Association membership meetings, whenever possible, prior notice shall be given the Superintendent or designee a minimum of three (3) working days in advance of the meeting.

4.3.2 Use of Employee Mailboxes/Electronic Mail System

The Association shall have the right to use employee mailboxes and regular mail distribution facilities, including the District's electronic mail system, for communication with employees.

4.3.3 Posting of Notices

The Association shall have the right to post official notices of its activities on a bulletin board designated by the building administrator. The building administrator shall have the right to direct

removal of any item, but removal shall not occur until after a meeting between the building administrator and an Association representative has been held.

4.3.4 Use of Office Equipment

The Association shall have the right to reasonable use of office equipment and will be responsible for reimbursing the Board for all materials and supplies used in the operation of this equipment.

4.4 Board Policies

Board policies, administrative procedures, and exhibits are available on the District's website. Proposed revisions are attached to the Board's agenda as they are brought to the Board for first reading. The Association president will be notified when any proposed additions to or revisions of board policies, procedures or exhibits are being included in the Board's agenda in order for the Association to determine the impact of such proposals.

4.5 Monthly Informal Meeting

Each month during the regular school term, an informal meeting will be held with the Superintendent and/or designee(s) and various members of Association leadership. This meeting will be for the purpose of discussing current Association or District concerns. If deemed appropriate or necessary by the Association and Superintendent and/or designee(s), more than one informal meeting may be held during the month.

4.6 Meeting with Building Administrators

Association leadership is invited to attend the building administrator meeting held at the start of each school year to share its views on contractual issues.

4.7 School Calendar

No less than thirty (30) days prior to the adoption of the school calendar by the Board, the Board shall accept input from the Association. The Superintendent or designee will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the Board's decisions, including such items as: the starting date for the next school year; the starting, ending, and length of winter break and spring break.

ARTICLE V: BARGAINING UNIT MEMBER RIGHTS

5.1 Bargaining Unit Member Discipline

When it becomes necessary to discipline a bargaining unit member, the standard to be applied shall be just cause and progressive discipline shall be followed. However, notwithstanding the foregoing, in all cases the Board may impose discipline commensurate with the misconduct. No written reprimand shall be placed in the bargaining unit member's permanent file without the bargaining unit member's knowledge.

Any complaint or series of complaints deemed by the Board to justify disciplinary action which might result in placement of materials in the bargaining unit member's personnel file shall be brought to the attention of the bargaining unit member as soon as possible. The Board and the Association agree that it is most desirable to have complaints against a bargaining unit member directed to the individual(s) involved in an attempt to resolve disputes at the most immediate level. When deemed appropriate by the building administrator or designated supervisor or requested in writing by the bargaining unit member, an attempt will be made to schedule a conference between the complaining party and the bargaining unit member involved. Any of the parties may choose a representative to be present at the conference.

Whenever a concern is raised against a bargaining unit member, the District's Concern Resolution Form (attached) shall be used to process the concern.

5.2 Non-Discrimination

Neither the Board nor the Association shall discriminate against any bargaining unit member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation (including gender-related identity) or "unlawful discrimination", "citizenship status", or "work authorization status" as defined by the Illinois Human Rights Act.

5.3 Right of Representation

When a bargaining unit member is required to appear before the administration or the Board concerning a disciplinary conference in which a written reprimand will be issued or a conference in which a suspension with or without pay or dismissal will occur, the bargaining unit member shall be entitled to have an Association representative present, if one is requested.

Prior to such a conference, the administration or Board will inform the bargaining unit member, in writing, that a conference will be held concerning a written reprimand, suspension with or without pay, or a dismissal.

It shall be the responsibility of the bargaining unit member to obtain a representative.

5.4 Official Personnel File

The Superintendent or designee shall maintain the bargaining unit member's official personnel file. Only evidence of current performance and/or evidence from a current investigation of misconduct (including that which occurred in the past that was both unlawful and unknown to the Administration), and material contained in the official personnel file can be utilized in the suspension or discharge of a bargaining unit member.

No formal evaluation material and no letter of reprimand or letter of complaint shall be placed in the personnel file unless the bargaining unit member has an opportunity to read such material. The bargaining unit member shall be requested to acknowledge in writing that the material has been read by affixing their signature. If the bargaining unit member refuses to acknowledge the material being read, the material may nevertheless be placed in the file if the bargaining unit member has had the opportunity to read the material.

A bargaining unit member shall have the right to respond to any material contained in the personnel file and the response shall become a part of the file.

A bargaining unit member shall have the right, within two (2) working days to review the contents of the personnel file and shall have the right to have a representative of the Association accompany them in the review. Privileged information, as defined by law, shall be specifically exempted from such a review.

The bargaining unit member may request and receive one (1) copy of any material, except privileged information, contained in their personnel file. The copy will be made at the expense of the bargaining unit member.

5.5 Notification of Communicable or Chronic Infectious Disease

The Administration will notify appropriate bargaining unit members of a student with a communicable or chronic infectious disease consistent with federal and state law regarding student records.

5.6 Working Environment

(This Section 5.6 shall not be subject to the grievance procedure in Article VI of the Agreement.)

5.6.1

The Board shall comply with all applicable local, state, and federal laws and regulations pertaining to a safe and healthy working environment, including reporting incidents of battery against school personnel, people in possession of firearms in schools, and drug-related incidents in schools.

5.6.2

In the event that a bargaining unit member becomes aware of a potentially unsafe or hazardous condition, the bargaining unit member shall report this situation to the immediate supervisor and the Association president. In the event a condition which the Association concludes is unsafe or hazardous is not timely remedied at the building level, the Association shall bring the matter to the Superintendent or designee. The Association's suggested response to possible unsafe or unhazardous conditions shall be welcomed at all levels. Responses to possible unsafe or hazardous conditions may initially involve testing and analysis by appropriate professionals. The administration shall work to maintain the adequacy of air exchange within buildings.

5.7 Evaluation

5.7.1 Probationary Period Bargaining Unit Members

The probationary period for any new bargaining unit member shall be 90 working days beginning on the bargaining unit member's start date in the position. During the first 45 working days of the probationary period, the building administrator or supervisor shall conference with each bargaining unit member about their job performance. Concerns with performance during the probationary

period should be brought to the bargaining unit member's attention as soon as possible and bargaining unit members should, based on the administrator's or supervisor's assessment of the seriousness of the performance issues and the amount of time remaining before expiration of the probationary period, be given appropriate coaching and reasonable time to improve performance based on feedback. However, failure of the administrator or designee to hold a conference with the bargaining unit member within the first 45 days of the probationary period, or to provide coaching and a reasonable time to improve performance, shall not prohibit the Board from dismissing the bargaining unit member on or before the end of the probationary period. Once a bargaining unit member has successfully completed the probationary period, a formal evaluation shall be conducted by April 15th, provided there is enough time remaining in the school term to conduct the evaluation.

5.7.2 Frequency of Evaluation

The evaluation of bargaining unit members shall be conducted using the instrument mutually agreed to by the Association and the Board. A minimum of one (1) evaluation every two (2) years shall be conducted by the Board provided the bargaining unit member has had successful evaluations in each of the first three (3) years of employment. By September 15th of a school year for bargaining unit members employed at the beginning of the school term, or within 30 work days from the start date in their position for bargaining unit members employed after the beginning of the school term, the building administrator or supervisor will notify, in writing, each bargaining unit member to be evaluated of the month when the building administrator or supervisor will conduct the bargaining unit member's evaluation. Evaluations will be completed by April 15th.

5.7.3 Evaluation Orientation

The building administrator or supervisor shall conduct an evaluation orientation, in person if possible, to discuss the evaluation process, timeline, and expectations. The orientation should occur no later than October 15th of a school year for bargaining unit members employed at the beginning of the school term, or as soon as possible but within 30 work days from the start date in their position for bargaining unit members employed after the beginning of the school term.

5.7.4 Pre-Conference and Observation Procedures

Paraprofessionals

An individual pre-conference will be held prior to the evaluation of paraprofessionals. The building administrator or supervisor will establish the specific day(s) and time(s) for the observation(s) and will discuss the job duties that will be observed. Any pre-conference held under this section shall precede an observation. Unscheduled observations of a paraprofessional may be conducted at any time; however, at least one (1) observation shall be with the knowledge of the paraprofessional. A written evaluation shall be based on evidence provided by the paraprofessional or evaluator and on actual observations of the bargaining unit member.

Educational Office Personnel

An educational office personnel bargaining unit member shall have the option of a pre-conference prior to being evaluated. Whenever a pre-conference is held, the building administrator or supervisor will meet with the bargaining unit member and discuss the job duties, responsibilities and other expectations of the bargaining unit member. In any event, the evaluator shall be familiar with the duties and responsibilities of the position. Although the evaluation of an educational office personnel bargaining unit member shall be based chiefly on the bargaining unit member's work

product rather than the bargaining unit member's performance during a pre-announced observation, unscheduled observations of an EOP may be conducted at any time and, at the bargaining unit member's request the evaluator shall formally observe the bargaining unit member at work.

5.7.5 Post-Conference Procedures

The evaluator and the bargaining unit member shall have a conference within five (5) work days of the final observation or evaluation of work product to discuss the written evaluation. The bargaining unit member, within twenty (20) working days of this conference, shall have the right to attach comments to the evaluation placed in their personnel file.

5.8 Orientation Meeting

5.8.1 Orientation at Start of School Year

An orientation session for all bargaining unit members shall be conducted at the start of each school year during one of the first days of in-service. The orientation agenda shall be developed and conducted by a joint Professional Development and Training Committee. Topics to be covered during the orientation shall include, but not be limited to: Human resources policies/procedures, current negotiated agreement and benefits, job descriptions, evaluation instrument/procedure, bargaining unit member roles and responsibilities, school safety, medication handling, changes to technology hardware or software, and legal liability.

5.8.2 Orientation for New Bargaining Unit Members

An orientation session for bargaining unit members hired after the start of the school term shall be conducted in person during the work day within the first week of their employment. The agenda shall be the same as the agenda for the orientation session conducted at the start of the school year and may consist of a recording of the orientation session from the start of the school year. A District administrator will be available to answer any questions. The Association will be provided with up to one hour within the first two weeks of employment to meet with the new bargaining unit member.

5.8.3 Orientation for Transfers

Bargaining unit members new to a position as a result of a transfer will have the opportunity to participate in an orientation session/training at the District or building level that will cover topics relevant to their assignment including, but not limited to: job description, responsibilities, schedule, employee conduct standards, introduction to facility and relevant staff, relevant technology (including hardware and software), and District email and phone systems.

5.9 Professional Development

The District and Association recognize the value and importance of professional development and training for the purpose of successful job performance, individual improvement and effective operation of the District. To meet that purpose and address the needs of the bargaining unit members and District, specific professional development opportunities and trainings will be designed and provided, considering available resources, both human and financial.

5.9.1 Professional Development and Training Committee

A Professional Development and Training Committee co-chaired by the Association president or designee and the Superintendent or designee, and including the Association vice-president or designee and one (1) additional administrator to be selected by the Superintendent or designee shall meet at least quarterly for the purpose of developing and implementing professional development and training recommendations and opportunities for bargaining unit members. The committee will consider the needs, interests and priorities of the bargaining unit members, Association, Board of Education, and Administration when developing and implementing professional development and training programs for school improvement days, institute days, professional learning communities, and other opportunities throughout the year. The committee shall work collaboratively and through consensus rather than collective bargaining in order to develop a recommendation and plan that includes, but is not limited to, dates and times, locations, trainers, content, and materials.

5.9.2 Compensation for Delivering Professional Development

When bargaining unit members provide instruction or deliver professional development or training in the District, as approved by the Superintendent or designee:

First Time Course is Taught

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for two hours of preparation time for each hour they deliver professional development or training outside the work day.

Subsequent Times Same Course is Taught

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for one hour of preparation time for each hour they deliver professional development or training outside the work day.

5.9.3 Trainings

When the District provides professional development or training outside the work day, such as through the Professional Development Academy, a bargaining unit member shall be entitled to attend unlimited classes. Upon completion, a bargaining unit member shall be reimbursed for up to a maximum of 18 hours at their hourly rate of pay per school year or, upon being employed in a Unit Five Education Association bargaining unit position, receive one-half (1/2) hour of in-District credit for every six (6) hours attended.

Prior to any bargaining unit member being required to participate in training (ABA, CDL, etc.) outside their regular duties, the Board will provide the Association president with a written description of the activity as well as a timeline for completion. If the Association is not notified ten (10) working days prior to the training, the training will be rescheduled. If a bargaining unit member is unable to attend a training session, an alternative date will be scheduled for the bargaining unit member(s). These activities will be conducted at a school site under the supervision of the building administrator and/or the Association president and District administrator.

5.10 Workplace Harassment –Retaliation Prohibited

A bargaining unit member's employment, compensation, or work assignment shall not be adversely affected for filing a good faith harassment complaint or providing information about harassment as defined in Board Policy 5.20 Workplace Harassment Prohibited. The complainant is entitled to confidentiality to

the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free from unlawful discrimination, including harassment. A bargaining unit member may elect to process a claim of retaliation through the grievance procedure of this Agreement in lieu of other legal and administrative options.

5.11 Seniority

5.11.1 Seniority Definition

Seniority shall be defined as the length of service within the District commencing with the most recent start date within the category of position and shall not be transferable from one category of position to another.

5.11.2 Seniority Application

For the purpose of determining seniority, Category 2 and Category 3 shall be considered one (1) category.

Category 1	Educational Office Personnel
Category 2	General Education Paraprofessional
Category 3	Special Education Paraprofessional

Seniority shall continue to accumulate during all paid and unpaid leaves of absence.

5.11.3 Seniority Tiebreakers

In those situations where seniority is a deciding factor and seniority is equal between two (2) or more bargaining unit members, the following tiebreakers shall be used in the order set forth below:

1. The total bargaining unit service in the District, regardless of category and whether or not continuous, shall be determinative;
2. If total bargaining unit service in the District is equal, the total years of service in the District (except for temporary work such as substituting), whether or not continuous, shall be determinative;
3. If total years of service in the District is equal, then the bargaining unit member with the highest assigned generated random number shall be determinative.

5.12 Progress Conference for Own Children

A bargaining unit member with a child or children attending District schools shall, if the scheduling allows, have the opportunity to meet with the child's or children's teacher on the conference day designated on the District calendar. Bargaining unit members should work with their building administrator or immediate supervisor to attempt to find a mutually agreeable time to be absent to attend progress conferences.

5.13 Student Medication

Bargaining unit members are not required to administer or dispense prescription or non-prescription medication to students. However, bargaining unit members may provide assistance to students in an emergency situation such as by administering medication, and may dispense or make medication available to a student for student self-administration provided a completed and signed School Medication Authorization Form is on file. No reprisals shall be taken by the Board against any member who chooses

to not administer or dispense medication. Consistent with its obligations under the School Code, if a bargaining unit member chooses to administer or dispense medication to a student, the Board shall insure, defend, and indemnify bargaining unit members against damages sought for negligent or wrongful acts related to the administration or dispensing of medication to students. Whenever a bargaining unit member volunteers to dispense medication or make medication available to a student for self-administration, such action shall be deemed in the scope of the bargaining unit member's employment.

5.14 Use of Video Cameras in District Facilities

The purpose of surveillance equipment is to secure the buildings, enhance the safety of the educational environment, and deter misconduct. The purpose of the equipment is not to evaluate the performance of bargaining unit members or to monitor their behavior or conduct.

Except pursuant to an investigation into suspected criminal conduct, surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, IMCs, and gymnasiums. Surveillance equipment will not be utilized to observe bargaining unit member performance or otherwise be accessed as documentation in the bargaining unit member evaluation process.

Video from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct, student misconduct or security violations or incidents. Except as otherwise required by law, access to video involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of video inadvertently reveals alleged incidents of bargaining unit member misconduct, the following process will be followed:

- The bargaining unit member and Association will be notified if the District intends to investigate the alleged bargaining unit member misconduct incident. Such notification shall be in writing.

- The Association representative or the bargaining unit member's representative may review the video depicting the alleged bargaining unit member misconduct.

- The bargaining unit member has the right to be represented in all investigatory meetings regarding alleged misconduct unless the bargaining unit member declines representation.

- Any discipline that may be imposed against the bargaining unit member as a result of the misconduct investigation shall be in accordance with the applicable provisions of this Agreement.

Except as otherwise required by law, video from surveillance equipment will be stored consistent with the storage capacity of the District's equipment and servers and retention and destruction procedures unless there is cause to believe that such video would document a criminal or security incident or relate to possible civil litigation.

All new bargaining unit members will be notified in writing of the use of the surveillance equipment as part of new bargaining unit member orientation. Except when temporarily added pursuant to an investigation into suspected criminal conduct, all bargaining unit members within a building will be notified in writing whenever surveillance equipment is added within their building.

ARTICLE VI: GRIEVANCE

6.1 Definition

6.1.1

The grievance shall mean a written complaint by a member of the bargaining unit or the Association that there has been a violation, misinterpretation, or misapplication of any provision(s) of this Agreement. The provision(s) grieved shall be so designated.

6.1.2 Time Limits

All time limits consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then time limits shall consist of all weekdays. Timelines may be extended by mutual consent. Upon the absence of a supervisor, a response may be made by a designee.

6.2 Procedures

The parties acknowledge that a bargaining unit member and the Board may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

6.2.1 Step I:

The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

6.2.2 Step II:

If the grievance is not resolved at Step I, the Association may refer the grievance to the Superintendent or designee within fifteen (15) days after receipt of the Step I answer. The Superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the Superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

6.2.3 Step III:

If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the employer within thirty (30) days of the date of Step II answer, then the grievance shall be deemed withdrawn.

If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two parties will request the American Arbitration Association to provide a panel of seven (7) arbitrators. The Association shall strike the first name and then each of the two parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the arbitrator. Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in the opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement.

6.3 Time Limits

A grievance must be filed within 90 days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.

6.4 Representation

The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

6.5 Constraints

Any investigation, or other handling or processing of any grievance by the grievant or the Association shall, if possible, be conducted during non-teaching time.

6.6 By-Pass

By mutual agreement, any step of the grievance procedure may be by-passed.

6.7 Class Grievance

Class grievances involving one or more bargaining unit members or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

6.8 No Reprisals Clause

No reprisals shall be taken by the Board against any bargaining unit member because of the bargaining unit member's participation in a grievance.

6.9 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

6.10 Costs

The fees and the expenses of the arbitrator shall be shared equally by the parties.

6.11 Court Reporter

If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the arbitrator requests the presence of a court reporter, both parties shall share the cost of the court reporter.

6.12 Postponement

If only one party requests the postponement of an arbitration hearing, that party shall bear any per diem fee assessed by the arbitrator.

6.13 Settlement

By mutual agreement, a grievance may be settled at any step without establishing precedent.

6.14 Released Time

During any arbitration hearing, the individual grievant shall be released from regular assignment without loss of pay and an Association representative may appear at the arbitration hearing providing the representative shall reimburse the Board the cost of the substitute. A bargaining unit member may volunteer to cover the classes of the Association representative, and if allowed, will result in no reimbursement.

6.15 No Written Response

If no written response has been rendered within the time limits indicated by a step, then a grievance shall pass to the next step.

6.16 Records

All records related to a grievance shall be filed separately from the personnel files of the bargaining unit member. This does not preclude, however, the right of the Board to utilize said records in any future discipline or discharge proceedings against any bargaining unit member.

6.17 AAA Rules

At the request of both parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

ARTICLE VII: EMPLOYMENT CONDITIONS

7.1 Work Day/Work Year for Educational Office Personnel

A full-time educational office personnel's work day shall consist of eight (8) hours per day, Monday through Friday (excluding a 30-minute unpaid lunch).

A part-time work day shall consist of the number of hours and days to be worked as defined in the position description. Educational office personnel will work with their building administrator or immediate supervisor to determine hours and days that best suit the part-time position.

7.1.1 Educational Office Personnel Schedules

Educational office personnel shall work on days school is in session and on additional days as scheduled according to the chart below. Educational office personnel who work more than nine months and less than 12 months will work with the building administrator and/or immediate supervisor to determine when the additional days will be worked.

MONTHS WORKED		WORK DAYS PER YEAR	DAYS PAID PER YEAR	HOURS PAID PER YEAR
9 ½ Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days 10 Additional Days 12 Paid Holidays	190	202	1616
10 Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days 20 Additional Days 12 Paid Holidays	200	212	1696
11 Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days 32 Additional Days 12 Paid Holidays	212	224	1792
12 Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days Variable Additional Days 13 Paid Holidays (Includes July 4)	238	*Minimum of* 250	*Minimum of* 2000

7.1.2 Special Circumstances for Educational Office Personnel

A bargaining unit member who is unable to be dismissed as outlined below shall be allowed to "bank" the time they are required to work beyond the early dismissal time and work with their building administrator(s) or immediate supervisor(s) to flex their schedule to account for such "banked" time.

School Improvement Days
Follow the same schedule as certified employees.

Progress Conference Days
Work the regular day or same dismissal time as certified employees.

Before Designated Holidays
Dismissed ½ hour early.

Early Out for Emergency Days
Dismissed ½ hour after student dismissal.

Emergency Days
May report virtually or in person as determined by Superintendent or designee.

E-learning Days
May report virtually or in person as determined by Superintendent or designee.

Institute Days
Same arrival time as certified employees. Dismissed at 2:30 p.m. unless institute lasts longer than 2:30 p.m. In that case, dismissed at the end of the institute or 4:30 p.m., whichever is earlier.

7.2 Work Day/Work Year for Paraprofessionals

A full-time paraprofessional's work day shall consist of seven (7) hours per day (excluding a 30-minute unpaid lunch). The work year shall be 180 days.

A part-time work day shall consist of the number of hours and days to be worked as defined in the position description. Paraprofessionals will work with their building administrator or immediate supervisor to determine hours and days that best suit the part-time position.

7.2.1 Paraprofessional Schedule

It is the responsibility of the building administrator to create the daily/weekly schedule for each paraprofessional position and to provide such schedule in writing to each paraprofessional by September 15th of each year. In each building, the building administrator (the principal or designee) will create a schedule of paraprofessional minutes required to meet students' Individualized Education Program (IEP) needs and may utilize special education teachers in the development of individual special education paraprofessional schedules. It is the intent to provide a flexible daily/weekly schedule that meets the needs of students and special education services provided in each building while providing as much predictability and consistency for the paraprofessional as possible.

The bell to bell schedule for special education paraprofessionals is designed to meet the needs of special education students. The intent of the bell to bell schedule is to work with individual and small groups of students throughout the work day. Individual special education services for an individual student will be rendered through the IEP with one or more paraprofessionals providing special education services. Paraprofessionals are limited to working a preponderance of their time with the same individual student for no more than three consecutive years.

If substantial changes to a paraprofessional's regular daily/weekly schedule are made, the building administrator will attempt to communicate those changes and the reasons for those changes to the paraprofessional at least two (2) work days before implementation. During those two (2) work days, paraprofessionals shall be provided an opportunity to be introduced to the staff and student(s) they will be working with, to request additional necessary training, to review a student's IEP or IEP summary if there is a demonstrable educational interest, and to review their new role and responsibilities. However, the parties acknowledge and agree that due to unforeseen circumstances a paraprofessional's daily schedule may be temporarily changed without advanced notice.

7.2.2 Paraprofessional Assignment

The total number of IEP minutes for individual special education services is divided by the negotiated paraprofessional work day. The number of paraprofessionals needed in each building is determined and ultimately assigned. Recognizing the number of paraprofessionals assigned to each building may change based on student and program needs prior to or during the school year, paraprofessionals will be notified of the building to which they are assigned by May 15th each year.

7.3 Lunch, Breaks, and Travel

Lunch and breaks shall be cooperatively scheduled by the bargaining unit member and the supervisor – the minimum being a 30-minute unpaid lunch and two 15-minute breaks.

A bargaining unit member shall be reimbursed for travel expense at the current IRS rate for all approved mileage necessary to perform assigned duties. All bargaining unit members required to travel between buildings during the regular work day shall be allowed adequate time to relocate and travel safely. Bargaining unit members will be allowed at least the amount of time indicated on the Travel Time and Mileage chart in Appendix D to travel from one building to another. Travel time between work sites shall be included in the regular work day, and shall not be counted as duty-free lunch or breaks.

The Superintendent or designee and the Association president or designee shall, at the beginning of each school year, review the time demands for travel. A bargaining unit member may request a review of their schedule by the Superintendent or designee and Association president or designee during the first fifteen (15) school days of each semester or after any schedule change. Adjustments will be made for special assignments or special conditions.

7.4 Vacancies and Transfers

7.4.1 Definitions

A. A "vacancy" occurs when a current position opens as a result of a resignation, retirement, termination or transfer or when a new position is created after each bargaining unit member returning from leave has been placed.
B. A "voluntary transfer" is a change from one position to another position requested by the bargaining unit member.
C. An "involuntary transfer" is a change from one position to another directed by the administration, rather than requested by the bargaining unit member. This includes those bargaining unit members who are displaced when programs or positions have been eliminated.
D. An "in-building transfer" is a change from one position to another position within the same building directed by the administration, rather than requested by the bargaining unit member.

E. "Seniority" is established by the annually prepared District seniority list and is further defined in 5.11 of this Agreement.

7.4.2 Procedures

A. Posting of Vacancies

Information regarding vacancies shall be publicized to the staff by sending a copy to the Association president or designee, and posted on the District website for at least seven (7) calendar days. Except in cases of emergency, the vacancy will not be filled until the seven (7) day posting period has elapsed. Where specific training, experience, or other qualifications are necessary, such conditions shall be stated in the posting.

Paraprofessional positions created or becoming vacant during the school year may be temporarily filled to avoid undue disruption of the educational program. The above and following procedures will be followed to post and permanently staff the position for the next school year.

Whenever vacancies occur during the summer months when the regular school year is not in session the following procedures will be followed:

1. Postings of any vacancies of educational office personnel positions shall be posted on the District website and emailed to educational office personnel utilizing the bargaining unit member's District email.
2. Postings of any vacancies for paraprofessional positions shall be posted on the District website and emailed to paraprofessionals utilizing the bargaining unit member's District email.

Bargaining unit members may apply for vacant positions on Schedule B of the Negotiated Contract between the Board and Unit Five Education Association ("UFEA"). A UFSPA bargaining unit member who is "equally qualified" to fill a vacant Schedule B position will be given preference in hiring over an individual from outside the bargaining unit. It is understood such positions will be re-posted each year, semester, or season pursuant to the UFEA Negotiated Contract. For purposes of this Section, the determination of whether a bargaining unit member is "equally qualified" to fill a vacant Schedule B position shall be made by the Administration based upon qualifications, merit and ability, and relevant experience.

B. Voluntary Transfers

A bargaining unit member requesting a transfer within seven (7) calendar days of the publishing of a notice for a specific vacancy shall be granted an interview for a position within the same category (educational office personnel or paraprofessional) as their current category. While a bargaining unit member requesting a transfer to a position in a different category from their current position will not be guaranteed an interview, they will be given consideration and may be granted an interview. No assignment of a new bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given due consideration. Notification to bargaining unit members who are granted or denied a transfer will be made in writing as soon as a determination is made. A bargaining unit member desiring a transfer to a position in their current category for which there is at the time no vacancy, shall notify the Superintendent

or designee of the transfer request in writing. Such a request will be placed on a "Transfer Request List" until the bargaining unit member receives a transfer or September 1 of each year, at which time the list will be purged. A copy of the "Transfer Request List" shall be provided to the president of the Association or designee quarterly. In-building transfers may occur prior to posting a vacancy.

C. In-Building Transfers

After a meeting with the building administrators jointly conducted by the Association president and/or designee and the Superintendent or designee, reassignments of paraprofessionals within a school building may be made. Prior to reassignment, each building administrator will seek input from impacted bargaining unit members. The Association president and/or designee shall be given written notice of any internal reassignment under consideration prior to the effective date of the reassignment. The procedure shall be used in April and May of the school year prior to the school year the assignment is to be effective.

The Bargaining unit member's seniority shall be given meaningful consideration, along with the student's and District's needs. The building administrator shall also consider the bargaining unit member's preference, and their documented work experience and past performance. Before an in-building transfer is completed, the bargaining unit member will be given an opportunity to be trained, as necessary, and to meet with the appropriate individuals to acclimate themselves to the new assignment and its responsibilities. Only after the meeting referenced above has occurred and the factors identified have been considered shall the in-building transfer be directed.

D. Involuntary Transfers

When involuntary transfers are necessary for any reason, the following process will be used for educational office personnel and paraprofessional positions:

Educational Office Personnel

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfer, the least senior will be involuntarily transferred.
3. Each bargaining unit member to be involuntarily transferred will be placed on the District-wide "involuntary transfer list" and given the option of requesting due consideration for any available positions in the District. Consideration for educational office personnel positions shall be based upon qualifications, merit and ability (including performance evaluations, if available), relevant experience, and seniority, provided all other factors are determined by the District to be equal.
4. Bargaining unit members on the District-wide "involuntary transfer List" who request due consideration for an available position and are not approved for the position will choose from any positions in the District that remain available following the due consideration process above, in order of seniority.
5. Bargaining unit members on the District-wide "involuntary transfer list" will be notified of their assignment for the following school year no later than May 15th. If the

need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

Paraprofessionals:

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfers, the least senior will be involuntarily transferred.
3. At every building, each bargaining unit member to be involuntarily transferred will be given the option of choosing an opening in their own building (if one is available) or of being placed on the District-wide "involuntary transfer list". When more than one person in the building is being transferred the most senior will be given the opportunity to choose first, then the next, and so on. Building-based transfers will be completed prior to District-wide transfers.
4. All bargaining unit members on the district-wide "involuntary transfer list" will choose from any available positions in the District in order of seniority.
5. Bargaining unit members on the District-wide "involuntary transfer list" will be notified of their assignment for the following school year no later than May 15th. If the need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

If an involuntary transfer occurs during a school year, information provided to the bargaining unit member being involuntarily transferred will include, but not be limited to: the position they will be filling, the effective date, the job requirements and description. The bargaining unit member will be given the opportunity to meet with the administrator/supervisor of their new assignment to become acclimated to the new position, be informed of their schedule, introduced to the staff and facility, given an opportunity to indicate any potential training needs based on the requirements of the new position, etc. The bargaining unit member will be given at least 5 working days' notice, except in an emergency, before the transfer is to be effective and every effort will be made to have the transition occur at a convenient time in the school calendar – coinciding with a holiday break, school improvement day, institute day, etc. so that the bargaining unit member may have a chance to conclude their current assignment and prepare for their new assignment.

E. Program Movement

1. When total programs are placed in a different building with no change in total staff within the program, all bargaining unit members within that program shall be transferred to the new building with the program (e.g. EMD from NCHS to NCWHS). If need for additional staff is anticipated, the above procedure shall occur first, and the additional position opening shall be deemed a vacancy.
2. When programs are split between two schools and no need for additional staff is anticipated, bargaining unit members within the program may agree as to which school they will be located. In the absence of an agreement, seniority will prevail. If the need

for additional staff is anticipated, the above procedure shall occur first and the additional position opening shall be deemed a vacancy.

7.5 Reduction in Force

The Board and Association agree to use the School Code of Illinois, Section 10-23.5, with the following modifications:

7.5.1 Reduction in Force Consideration

The Board shall not take final action on any considerations of reduction in force prior to first meeting with the Association to negotiate over any alternatives. On or before the last day of February, the Board shall give written notice to the Association of any considerations of reduction in force.

7.5.2 Category of Position

Categories of position for purposes of this article shall be as follows:

1. Educational Office Personnel
2. General Education Paraprofessionals
3. Special Education Paraprofessionals

7.5.3 Vacancies for Following School Term

If the Board has any vacancies during the two school years immediately following the school year at the end of which the bargaining unit member was dismissed, the positions thereby becoming available shall be offered to the bargaining unit member so removed or dismissed from that category of position, so far as they are legally qualified to hold such positions and have previously worked in that category of position.

7.5.4 Bargaining Unit Member Recall Options

A bargaining unit member subject to recall may refuse an available position involving fewer hours and/or a lower rate of pay but must accept a position which is comparable in hours and pay rates to the position from which the bargaining unit member was reduced. A bargaining unit member who refuses to accept a position of comparable pay and hours of work shall forfeit recall rights.

7.6 Extended School Year

The District will determine if extended school year services or other summer programming will be offered and communicate the decision to bargaining unit members on or before April 15 of each year. Positions for employment for extended school year services or other summer programming shall be posted by May 1 each year. Bargaining unit members shall be notified whether they have been selected for a position by June 1.

7.6.1 Paraprofessionals

Consideration for positions shall be based on District seniority. Rate of pay is to be at the individual paraprofessional's annual salary rate. Paraprofessionals will be paid on the same basis as during the school year. The Association president will be provided a list of paraprofessional applicants and those individuals accepting positions by June 1. The ESY and/or other Director (s) shall

conduct an orientation meeting with all paraprofessionals prior to the start of ESY or other summer programming.

7.6.2 Educational Office Personnel

Consideration for the positions shall be based upon factors that include without limitation, qualifications, merit and ability (including performance evaluations, if available), and relevant experience. If all factors are relatively equal, the consideration shall be based on District seniority. Rate of pay is to be at the EOP's current rate of salary.

7.6.3 Leave During Extended School Year

While on extended contract (i.e. summer school) a bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

7.7 Educational Office Personnel Lane Transfers

7.7.1 Voluntary Transfers

In the event an educational office bargaining unit member transfers from one lane to another, the guidelines to be followed are:

From Lower Lane to Higher Lane

The educational office bargaining unit member will remain at the same step in the higher lane as that on which the bargaining unit member was placed in the lower lane. The educational office bargaining unit member will advance on the salary schedule annually as they normally would.

From Higher Lane to Lower Lane

The educational office bargaining unit member will remain at the same step in the lower lane as that on which the bargaining unit member was placed in the higher lane. The educational office bargaining unit member will advance on the salary schedule annually as they normally would.

7.7.2 Involuntary Transfers

The educational office bargaining unit member who is involuntarily transferred will be placed on the salary schedule at a salary comparable to that which the bargaining unit member is currently receiving. The educational office bargaining unit member will advance on the salary schedule annually as they normally would.

ARTICLE VIII: LEAVES

8.1 Paid Leaves

8.1.1 Sick Leave

Each nine (9) month bargaining unit member shall be granted twelve (12) sick leave days per year which shall entitle the bargaining unit member to be absent for reasons as defined below without loss of pay. A bargaining unit member employed for more than the regular nine (9) months of school shall be entitled to additional days of sick leave based upon one (1) day for every additional month or major portion thereof. Unused sick leave days shall accumulate.

Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for the purpose of this article shall include parents, legal guardians, children, spouse, partner to a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

The Board may require a certificate from a physician licensed to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the bargaining unit member, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, or a licensed physician assistant as proof of illness or fitness to resume duties after any absence. If the Board does require a certificate as the basis for pay during a leave of less than three (3) days, the Board shall pay from District funds the expenses incurred by the bargaining unit member in obtaining the required certificate.

The Board or appropriate administrator shall furnish each bargaining unit member, within thirty (30) days of the commencement of school, a written statement setting forth the total sick leave credit.

8.1.1a Use of Sick Leave for Birth, Adoption, Placement for Adoption, or Acceptance of a Child in Need of Foster Care

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

Bargaining unit members may use up to thirty (30) consecutive days of their own accumulated sick leave for the birth of a child even if such absence is not related to the need to recover from childbirth. Such use of sick leave for the birth of a child does not require medical certification and may be used at any time within the 12-month period following the birth, and may not be diminished as a result of any intervening period of nonworking days or school not being in session, such as for summer, winter, or spring break and holidays.

Bargaining unit members may use up to thirty (30) days of their own accumulated sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care. The Board may require a bargaining unit member to provide documentation that the formal adoption or foster care process is underway. Such use of sick leave need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption

process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care.

The bargaining unit member will not be allowed to use medical leave for any of the purposes as described above.

8.1.2 Bereavement Leave

A bereavement leave will be granted which shall allow a bargaining unit member to be absent for up to three days per qualifying event to deal with funeral matters of the immediate family as defined in Section 8.1.1. These days will not be charged against the bargaining unit member's sick leave allotment.

If a bargaining member requests a bereavement leave for a family member not described in Section 8.1.1, a bargaining unit member will have their request considered under the terms of 8.1.6 Emergency Leave.

8.1.3 Personal Leave

Two (2) personal leave days shall be granted to bargaining unit members to be used at the convenience of the bargaining unit member, except that a personal leave day may not be taken during the first five or last five days of the student attendance year and the Administration may deny a request for personal leave if approval would adversely impact operations or the provision of services due to absence of too many bargaining unit members and the inability to find qualified substitutes. The Superintendent or designee, in consultation with building administrators and the Association president, may approve personal leave on days which would otherwise be prohibited on a case by case basis. Except for an emergency, a bargaining unit member shall request personal leave at least 48 hours in advance. Unused personal leave will be added to a bargaining unit member's accumulated personal leave and/or sick leave at the end of each school year. Bargaining unit members may not accumulate a total of more than four (4) personal days.

8.1.4 Jury Duty

Whether during the normal contract year, or while on an extended contract (i.e. summer school), bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

8.1.5 Association Leave

The president of the Association or designee shall be allowed twenty (20) days of Association leave per year. Additional Association leave may be approved at the discretion of the Superintendent or designee.

The president of the Association or designee shall submit a written request for such leave at least five (5) days in advance of commencement of the leave. Such request shall state the specific reason for the requested leave, the name of the Association member, and the day or days of the leave.

The Association shall reimburse the Board for the cost of substitutes actually employed.

8.1.6 Emergency Leave

Members of the bargaining unit shall be entitled leave to accommodate extreme situations when other leaves do not apply. A bargaining unit member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, administrator of the building from which the request was made, and the president of the Association or designee.

8.1.7 Professional Leave

The Superintendent or designee may allow professional leave for the enhancement of a bargaining unit member's professional capacity. The bargaining unit member shall request professional leave in writing at least one (1) week prior to the day of the requested absence.

8.2 Unpaid Leaves

Medical Leave and Leave for Personal Illness may vary in length depending on circumstances.

For extended unpaid leaves, including Family Hardship Leave, Parental Leave, and Planned Extended Leave, the Board may grant a leave of absence without pay for a specified period of time of up to two (2) years, providing a suitable replacement can be hired. Unpaid leaves shall not exceed two (2) years for any one (1) bargaining unit member. During such Board-approved leaves, a bargaining unit member:

- will not have their seniority impaired;
- will remain an employee of the District;
- may remain a member of the Association by submitting dues directly to the Association;
- will be required, if on leave during second semester, to notify the secretary of the Board in writing on or before March 1 stating whether or not said bargaining unit member requests to return to their position for the next school term. Failure to make proper notification by March 1 will terminate further employment in the District;
- shall have all benefits suspended unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993; and
- may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due to the District.

8.2.1 Medical Leave

Each full-time bargaining unit member shall be granted ten (10) days medical leave annually.

Bargaining unit members employed for more than nine (9) months in a school year shall granted one (1) additional day for every additional month or major fraction thereof.

Unused days of medical leave shall accumulate up to a maximum of one hundred twenty (120) days usable in any one (1) year for nine (9) month bargaining unit members and a proportionate increase for extended contracts.

Medical leave may only be used for personal illness.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

The Board may require a doctor's certificate as proof of illness or fitness to resume duties after any absence.

During the period of time a bargaining unit member is utilizing medical leave benefits, the Board will maintain the health insurance coverage for said bargaining unit member, if allowable by the insurer.

Medical leave is terminated on the last day of each bargaining unit member's contract year, and such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the District while on this leave.

8.2.2 Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board. Board approved leaves shall not affect seniority within the District.

A request for a leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

The beginning date of a leave for personal illness is the first working day the bargaining unit member is absent for illness, after all sick and medical leave days are exhausted.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said bargaining unit member through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the bargaining unit member by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the bargaining unit member is considered employed by the Board, unless the bargaining unit member is eligible for coverage as a retiree.

Leave for personal illness will be terminated on the last day of each bargaining unit member's contract year.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

8.2.3 Family Hardship Leave

The Board may grant a bargaining unit member a leave of absence without pay for a specified period of time of up to two (2) years.

A bargaining unit member shall not be eligible for sick leave pay during the period of a family hardship leave, nor will a bargaining unit member be eligible for hardship leave if the bargaining unit member has applied for or used sick leave, medical leave, and/or personal illness leave in reference to the reason that hardship leave is being requested.

At the expiration of the leave period the Board will make every effort to offer the bargaining unit member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of their

regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

8.2.4 Parental Leave

The Board may grant a bargaining unit member a parental leave without pay for a specified period of time of up to two (2) years.

At the expiration of the leave period the Board will make every effort to offer the bargaining unit member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of their regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

8.2.5 Planned Extended Leave

The Board may grant a bargaining unit member a planned extended leave without pay for a specified period of time of up to two (2) years. Bargaining unit members must request the leave in writing by directing such request to the secretary of the Board. No specific reason for the leave needs to be given. =

Upon completion of the leave the bargaining unit member shall be placed in an available position for which the bargaining unit member is qualified, except in case of reduction in force that could affect reemployment of staff on leave.

8.2.6 Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond a bargaining unit member's control. Therefore, requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

8.2.7 Family Medical Leave Act

The Board will follow the provisions of the Family Medical Leave Act of 1993 as it relates to unpaid leaves.

ARTICLE IX: EFFECT OF AGREEMENT

9.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

9.2 Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

9.3 Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

9.4 Duplication of Agreement

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the Agreement and post the Agreement to the District website..

9.5 Term of the Agreement

Following ratification of this Agreement by the members of the Association and final approval by the Board, the Agreement shall be effective July 1, 2023 and shall continue in effect until June 30, 2027.

ARTICLE X: BARGAINING UNIT MEMBER COMPENSATION AND FRINGE BENEFITS

10.1 Salary Schedules

The salary schedules for paraprofessionals and educational office personnel for 2023-2024, 2024-2025, 2025-2026 and 2026-2027 shall be set forth in Appendix A attached hereto and incorporated into this Agreement. All bargaining unit members will move on the salary schedule for their service credit in each year of this Agreement.

All bargaining unit members who exceeded the salary schedule steps shall receive a 4 percent increase for each year of this Agreement based on their previous year's salary.

10.2 Health Insurance

The Board shall contribute an amount to the Insurance Fund for each individual bargaining unit member toward insurance benefits. This contribution shall be reduced pro rata for any bargaining unit member who is employed less than full time. The Association shall be allowed an opportunity at the new employee paperwork sessions to discuss with bargaining unit members the matter of waiver of individual health insurance coverage. The form to be used by a bargaining unit member to waive health insurance coverage shall be jointly agreed to by the Administration and Association. The District and the Insurance Committee will continue to explore options to allow bargaining unit members access to alternative benefits.

The Board shall pay the following amounts toward individual premium cost per month for each bargaining unit member.

- For the insurance year July 1, 2023 through June 30, 2024, $725.
- For the insurance year July 1, 2024 through June 30, 2025, $765.
- For the insurance year July 1, 2025 through June 20, 2026, $805.
- For the insurance year July 1, 2026 through June 30, 2027, $845.

The amount the Board shall contribute in the future shall be determined through collective negotiations.

Moneys paid into the Insurance Fund shall first be used to offset the cost of individual coverage for plan participants. Any surplus contribution the Board makes shall be added to the Insurance Fund reserve. In no event shall the Board's contribution relieve bargaining unit members of responsibility for dependent coverage.

An Insurance Committee will be co-chaired by the UFEA President and a District administrator. The Insurance Committee will consist of the two co-chairs and:

- (7) UFEA bargaining unit members appointed by UFEA
- (2) UFSPA bargaining unit members appointed by the Association
- (2) Administrators
- (1) additional employee representing other employee groups
- (1) retiree chosen by the retirees participating in the plan, pursuant to an election administered by the Administration

All Insurance Committee members shall be currently enrolled in the District health insurance plan. The co-chairs of the Insurance Committee will be responsible for scheduling meetings and preparing written information for the meetings.

The Insurance Committee will meet as necessary, but at least quarterly. The Insurance Committee will:

- Provide regular and timely communication to participants
- Monitor the Insurance Fund and the reserve balance so as to maintain a healthy fund balance of between 3 and 6 months of claims costs
- Recommend reductions or enhancements to the benefit structure based on industry standards, actuarial data, plan performance, claims history, the status of the Insurance Fund balance and other relevant data
- Consult with experts as needed and periodically participate with the District in rebidding of the Insurance plan
- Have access to all information and data needed to carry out their responsibilities, including master policies, benefit documents, claim procedures and experience, etc.
- Consider all options which are in the best interests of the plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs and the like
- Consider modifications of the benefits currently in effect, selection of insurance and stop-loss reinsurance carriers, selection of third party administrators, selection of managed care networks and brokers, management of accumulated reserves, selection of the funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.), establishment of premium levels for single and dependent coverage
- Educate plan participants concerning the Insurance Plan and the options and alternatives available to each participant

The Insurance Committee shall have authority to establish the benefit level, within the parameters set forth above.

The Board and Association agree that any other change recommended by the Insurance Committee is subject to approval by the Board and Association.

10.3 Life Insurance

For each bargaining unit member who enters at least the second year of employment with the District, the Board shall provide individual premium cost per month per bargaining unit member to cover the cost of a term life insurance policy that is equal to the bargaining unit member's annual base salary, rounded up to the nearest $1,000, but no less than $20,000.

10.4 Prior Experience

10.4.1 Outside Paraprofessional Credit

Outside paraprofessional credit shall be recognized for step placement beyond the entry level by granting year for year credit for outside paraprofessional, nursing home, rehabilitative, daycare, healthcare, or home healthcare experience, or college credit, up to a maximum of ten (10) years.

10.4.2 Outside Educational Office Personnel Credit

Outside work experience for educational office personnel shall be recognized for step placement beyond the entry level by granting year for year credit for office work experience or college credit up to a maximum of ten (10) years.

10.4.3 Hard to Fill Positions

The Superintendent or designee shall have the discretion to give experience credit beyond ten (10) years for hard to fill positions.

10.4.4 Limits on Outside Credit

At no time should a newly hired bargaining unit member be placed above a current bargaining unit member with an equivalent amount of experience in the District.

10.5 Regular Overtime

In the event that a bargaining unit member is requested by the primary administrative supervisor to work beyond the regular work day and/or work week, such work shall be compensated at the bargaining unit member's regular hourly rate for all additional hours up to forty (40) hours. Any paraprofessional who is required to participate in due process activities held during the summer months shall be compensated at the rate of one and one-half (1-1/2) times the bargaining unit member's regular hourly rate.

Bargaining unit members may choose to be compensated for overtime hours worked either in payment or in compensatory time as defined in the Fair Labor Standards Act. Compensatory time may be accumulated at the rate of one and one-half (1½) times up to a maximum of twenty-four (24) hours and may be used at any time, including in combination with one week of vacation for 12-month employees, with the approval of the administrative supervisor. For example, 16 hours of accumulated time, at the rate of one and one-half equals the 24 hour maximum (16 hours x 1.5 = 24). Each person is responsible for keeping an accurate record of compensatory time earned and used and for accurately reporting the time as it is earned and used on proper District payroll forms. Compensatory time may not be carried over from one fiscal year to the next and must be either used or turned in for payment prior to the June 1 payroll report to allow for payment in the year in which the time was accumulated.

10.6 Personal Property

In the event a bargaining unit member has had loss or damage to personal property that has been reported on a District vandalism report and is the direct result of student reaction to the bargaining unit member, the Administration will make every reasonable effort to recover the cost of replacement or repayment from the parents of the student involved.

10.7 Substitute Work

A bargaining unit member who is appropriately licensed may internally substitute for an employee with a Professional Educator License ("PEL") and will be paid the substitute teacher rate of pay for a full day or, when the substitution is for a half day or less, for a half-day, in addition to the bargaining unit member's regular rate of pay for any bargaining unit work. No bargaining unit member shall be required to work as a substitute teacher; however, such bargaining unit member may be requested to substitute for a teacher in their building in an emergency situation or when other substitutes are unattainable.

10.8 Payroll

10.8.1 Pay Days

Each bargaining unit member shall be paid by direct deposit on the basis of twenty-four (24) equal payments on the fifteenth (15th) and thirtieth (30th) of each month. In the event a payday falls on a non-business day, bargaining unit members shall be paid on the preceding business day.

10.8.2 Special Payroll

Special payroll will be included at least monthly and clearly indicated on the statement rather than paid by special payroll check.

10.8.3 Final Year of Employment

For IMRF purposes, any bargaining unit member who has notified the District of their intent to retire will have their checks converted to a length of contract pay for their final year of employment.

10.9 Retirement Incentive

The following retirement program shall be available to eligible bargaining unit members:

1. A bargaining unit member will be eligible for this program if the bargaining unit member is 55 years of age, has 20 years of service credit in the District, and is eligible to retire under the provisions of the Illinois Municipal Retirement Fund.
2. To be eligible for participation, the bargaining unit member must apply at least six (6) months prior to retirement.
3. A one-time total bonus of $500 will be paid *(in four equal installments of $125)* over the last four (4) months of employment.
4. The bargaining unit member may revoke their election to retire in the case of death or total disability of the spouse, or for a major life change as deemed appropriate by the Board. A bargaining unit member who revokes their election to retire must repay to the Board all monies paid as an incentive.
5. A retiring person who is at least 55 years of age and who has at least five (5) years of District service may elect to remain covered under the District health insurance program at the amount presently offered to current bargaining unit members. The retiree is responsible for payment of the premium. The premium is payable in quarterly installments no later than the tenth day (10th) of (January, April, July, October) to the District.

10.10 Longevity

Each bargaining unit member is entitled to a longevity increment beginning with the fifth year of service in the District as follows:

$250 per year beginning with the fifth year of service
$500 per year beginning the tenth year of service
$750 per year beginning the fifteenth year of service
$1,000 per year beginning the twentieth year of service

The longevity increment shall be paid in two equal installments, one on or before the last paycheck prior to winter break and one on or before the last paycheck of the fiscal year and will continue each year the

individual continues to be employed by the District. The longevity amount shall be prorated for a bargaining unit member who leaves mid-year.

10.11 Holidays

Each educational office personnel is paid for the following holidays provided such days fall during the bargaining unit member's contract period and the bargaining unit member would otherwise be at work if not for the holiday:

New Year's Day	*January 1*
Martin Luther King's Birthday	*Third Monday in January*
President's Day	*TBD*
Casimir Pulaski Day	*First Monday in March*
Board Holiday (Good Friday)	*Friday Before Easter*
Memorial Day	*Last Monday in May*
Juneteenth	*June 19*
Independence Day	*July 4*
Labor Day	*First Monday in September*
Columbus Day	*Second Monday in October*
Veteran's Day	*November 11*
Thanksgiving Day	*Fourth Thursday in November*
Day After Thanksgiving Day	*Fourth Friday in November*
Christmas	*December 25*

If the Board waives a current holiday, the holiday will remain a paid floating holiday for all educational office bargaining unit members.

If Juneteenth falls on a bargaining unit member's regular work day, the bargaining unit member will have the day off with no loss in pay. In the event a holiday (except Juneteenth, Christmas and New Year's Day) falls on a weekend, less than 12-month bargaining unit members will receive no change in days paid and they will receive a floating student non-attendance day off. Twelve-month bargaining unit members will be paid a minimum of 250 days per year; however, they will not receive a floating student non-attendance day off. The one exception would be that when July 4 falls on a Saturday, Friday shall be a holiday and when it falls on a Sunday, Monday shall be a holiday. In the event a holiday falls during an authorized school break (i.e. Winter Break or Spring Break) bargaining unit members will receive no change in days paid or additional floating holidays.

If an authorized holiday falls during an educational office personnel's vacation, one additional day of vacation will be allowed.

10.12 Vacation

Only full-time, twelve-month educational office bargaining unit members will have a vacation with pay. It shall be granted as follows:

After One (1) Full Year of Employment	One Week of Vacation
After Two (2) Full Years of Employment	Two Weeks of Vacation
After Eight (8) Full Years of Employment	Three Weeks of Vacation
After Twenty (20) Full Years of Employment	Four Weeks of Vacation

Start Between July 1 and December 31

- Effective the following July 1, bargaining unit member is eligible for one week of vacation that must be used by the second August 1.
- Bargaining unit member can count this year toward two years for two weeks and eight years for three weeks' vacation.

Start Between January 1 and June 30

- Effective July 1, bargaining unit member gets one-half day of vacation for every 25 days paid through July 1. Vacation must be used by the second August 1.
- Bargaining unit member cannot count this year toward two years for two weeks and eight years for three weeks' vacation.

Requests to use vacation as it is accrued shall be approved in advance by the administrative supervisor. Vacation time cannot be accumulated. The bargaining unit member and the administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

A person who has been employed in a District administrative assistant position of less than 12 months and who accepts a 12-month assignment will gain credit toward years of vacation. Years of service for vacation eligibility will be determined by dividing total months worked in a non 12-month position by 12 to determine the number of years that can be applied for vacation allotment as described above.

ACCEPTANCE OF AGREEMENT

IN WITNESS WHEREOF, the parties have executed the Agreement by their duly authorized representatives on this _____day of_____, 2023.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By: _____
President

Date: _____

UNIT FIVE SUPPORT PROFESSIONALS ASSOCIATION, IEA/NEA

By: _____
President

Date: _____

LETTER OF UNDERSTANDING

Providing Necessary Technology

Each bargaining unit member required to use technology as part of their regular work-related duties, including communicating with colleagues, administrators, or other stakeholders, data entry and reporting, and supporting students with curriculum, learning, and behavior goals will be provided with the necessary tools to perform those duties.

No bargaining unit member will be expected to use their own device for performing work-related duties requiring the use of technology.

A bargaining unit member who believes additional or different resources are needed to perform their work-related duties should communicate such a request to their building administrator or designated supervisor.

The District and Association agree to form a committee with equal representation to determine what basic technology or technology-related training is needed to perform the work-related duties for different categories of positions (e.g. educational office personnel, specialized services paraprofessional, BEST paraprofessional).

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By: _____
President

Date: _____

UNIT FIVE SUPPORT PROFESSIONALS ASSOCIATION, IEA/NEA

By: _____
President

Date: _____

LETTER OF UNDERSTANDING

Evaluation

The parties mutually agree that the purpose of evaluation is to improve performance. Further, it is the intent of both parties that a new evaluation process will be implemented beginning with the 2023-2024 school year. In order to have a process in place, the parties agree to the following:

1. The current evaluation process as outlined in the Agreement will continue to be used for each category until an updated process is complete for that category.
2. A joint Evaluation Committee, with equal representation from the Association and the District, will meet as needed, but at least quarterly, to create a new evaluation process during the 2023-2024 school year.
3. The Committee's recommendations will be provided to the Association and the Board for consideration and inclusion in a successor Agreement.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By: _____
President

Date: _____

UNIT FIVE SUPPORT PROFESSIONALS ASSOCIATION, IEA/NEA

By: _____
President

Date: _____

LETTER OF UNDERSTANDING

Use of Sick Leave for Less than One-Half the Normal Scheduled Work Day

During collective bargaining, the Unit Five Support Professionals Association-IEA/NEA ("UFSPA") proposed adding a subsection to Section 8.1.1 of the Negotiated Contract providing for use of sick leave of bargaining unit members for less than one-half the normal scheduled work day. The proposed language is similar to language contained in the Unit Five Education Association-IEA/NEA ("UFEA") Negotiated Contract. The Board of Education acknowledged the rationale for UFSPA's proposal but expressed concerns it may increase absenteeism and coverage issues, negatively impact coverage of student IEP minutes, and create additional work for payroll. To address the payroll issue, the District is changing the process for employees to enter sick leave. However, in order to determine whether the Board's concerns are valid, the Board and UFSPA agree to enter into this Letter of Understanding rather than including UFSPA's proposal in the Negotiated Contract. Accordingly, for the duration of the Negotiated Contract, UFSPA and the Board of Education agree to the following:

Bargaining unit members should make arrangements outside the normal scheduled work day for medical appointments whenever possible. Covering an assignment during such absence may be difficult in some situations, and in some cases it may be necessary to employ an external substitute. Since external substitutes are usually employed for a half-day minimum, it may be necessary for a bargaining unit member to take a one-half (1/2) day of sick leave for such absence. Sick leave or absences for medical appointments of less than one-half (1/2) the normal scheduled work day shall be handled as follows:

- The building administrator or designee may grant permission for a bargaining unit member to leave the building for a period of time which is less than one-half (1/2) the normal scheduled work day, but in increments of no less than fifteen (15) minutes, for sick leave or medical appointments as described in Section 8.1.1 of the Negotiated Contract.
- Such time away from the building must be recorded by the bargaining unit member.

The Board and UFSPA agree to reevaluate this Letter of Understanding during collective bargaining for a successor Agreement. Assuming the Parties agree the implementation has not resulted in significant concerns or issues, it is the intent of the Parties to include this language in a successor Agreement.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By: _____
President

Date: _____

UNIT FIVE SUPPORT PROFESSIONALS ASSOCIATION, IEA/NEA

By: _____
President

Date: _____

LETTER OF UNDERSTANDING

Outside Credit and Placement on the Pay Schedule

During bargaining for the 2023-2027 Negotiated Contract, the Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Support Professionals Association-IEA/NEA ("UFSPA") agreed to a pay schedule which resulted in existing employees being placed in steps that did not match their years of experience. For example, existing employees with one to four years of experience were all placed on Step 1 of the new schedule for the 2023-2024 contract year.

Additionally, the Parties agreed to changes to 10.4 of the Negotiated Contract which provide for outside credit when placing new hires on the UFSPA pay schedule. 10.4 continues to provide that "At no time should a newly hired bargaining unit member be placed above a current bargaining unit member with an equivalent amount of experience in the District."

Prior experience outside the District for new bargaining unit members shall be recognized as follows for the 2023-2024 through 2026-27 contract years, after which time the language of Section 10.4 shall apply.

Contract Year	Outside Experience	Step
2023-2024	1-4 years	Step 1
	5-6 years	Step 2
	7 years	Step 3
	8-9 years	Step 4
	10 years	Step 5
2024-2025	1-4 years	Step 2
	5-6 years	Step 3
	7 years	Step 4
	8-9 years	Step 5
	10 years	Step 6

Contract Year	Outside Experience	Step
2025-2026	1 year	Step 2
	2-4 years	Step 3
	5-6 years	Step 4
	7 years	Step 5
	8-9 years	Step 6
	10 years	Step 7
2026-2027	1 year	Step 2
	2 years	Step 3
	3-4 years	Step 4
	5-6 years	Step 5
	7 years	Step 6
	8-9 years	Step 7
	10 years	Step 8

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By: _____
President

Date: _____

UNIT FIVE SUPPORT PROFESSIONALS ASSOCIATION, IEA/NEA

By: _____
President

Date: _____

Appendix A

2023-2024

EOP LANE A		2023-24	EOP LANE B	
INDEX	HOURLY	STEP	INDEX	HOURLY
1.000	$18.00	**1**	1.000	$18.30
1.030	$18.54	**2**	1.030	$18.85
1.060	$19.08	**3**	1.060	$19.40
1.090	$19.62	**4**	1.090	$19.95
1.120	$20.16	**5**	1.120	$20.50
1.150	$20.70	**6**	1.150	$21.05
1.180	$21.24	**7**	1.180	$21.59
1.210	$21.78	**8**	1.210	$22.14
1.240	$22.32	**9**	1.240	$22.69
1.270	$22.86	**10**	1.270	$23.24
1.300	$23.40	**11**	1.300	$23.79
1.330	$23.94	**12**	1.330	$24.34
1.360	$24.48	**13**	1.360	$24.89
1.390	$25.02	**14**	1.390	$25.44
1.420	$25.56	**15**	1.420	$25.99
1.450	$26.10	**16**	1.450	$26.54
1.480	$26.64	**17**	1.480	$27.08
1.510	$27.18	**18**	1.510	$27.63
1.540	$27.72	**19**	1.540	$28.18
1.570	$28.26	**20**	1.570	$28.73
1.600	$28.80	**21**	1.600	$29.28
1.630	$29.34	**22**	1.630	$29.83
1.660	$29.88	**23**	1.660	$30.38
1.690	$30.42	**24**	1.690	$30.93
1.720	$30.96	**25**	1.720	$31.48

2023-24	PARAPROFESSIONAL		
STEP	INDEX	HOURLY	ANNUAL*
1	1.000	$18.00	$22,680
2	1.030	$18.54	$23,360
3	1.060	$19.08	$24,041
4	1.090	$19.62	$24,721
5	1.120	$20.16	$25,402
6	1.150	$20.70	$26,082
7	1.180	$21.24	$26,762
8	1.210	$21.78	$27,443
9	1.240	$22.32	$28,123
10	1.270	$22.86	$28,804
11	1.300	$23.40	$29,484
12	1.330	$23.94	$30,164
13	1.360	$24.48	$30,845
14	1.390	$25.02	$31,525
15	1.420	$25.56	$32,206
16	1.450	$26.10	$32,886
17	1.480	$26.64	$33,566
18	1.510	$27.18	$34,247
19	1.540	$27.72	$34,927
20	1.570	$28.26	$35,608
21	1.600	$28.80	$36,288
22	1.630	$29.34	$36,968
23	1.660	$29.88	$37,649
24	1.690	$30.42	$38,329
25	1.720	$30.96	$39,010

** Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

2024-2025

2024-25	EOP	
STEP	INDEX	HOURLY
1	1.000	$18.54
2	1.030	$19.10
3	1.060	$19.65
4	1.090	$20.21
5	1.120	$20.76
6	1.150	$21.32
7	1.180	$21.88
8	1.210	$22.43
9	1.240	$22.99
10	1.270	$23.55
11	1.300	$24.10
12	1.330	$24.66
13	1.360	$25.21
14	1.390	$25.77
15	1.420	$26.33
16	1.450	$26.88
17	1.480	$27.44
18	1.510	$28.00
19	1.540	$28.55
20	1.570	$29.11
21	1.600	$29.66
22	1.630	$30.22
23	1.660	$30.78
24	1.690	$31.33
25	1.720	$31.89

2024-25	PARAPROFESSIONAL		
STEP	INDEX	HOURLY	ANNUAL*
1	1.000	$18.54	$23,360
2	1.030	$19.10	$24,061
3	1.060	$19.65	$24,762
4	1.090	$20.21	$25,463
5	1.120	$20.76	$26,164
6	1.150	$21.32	$26,864
7	1.180	$21.88	$27,565
8	1.210	$22.43	$28,266
9	1.240	$22.99	$28,967
10	1.270	$23.55	$29,668
11	1.300	$24.10	$30,369
12	1.330	$24.66	$31,069
13	1.360	$25.21	$31,770
14	1.390	$25.77	$32,471
15	1.420	$26.33	$33,172
16	1.450	$26.88	$33,873
17	1.480	$27.44	$34,573
18	1.510	$28.00	$35,274
19	1.540	$28.55	$35,975
20	1.570	$29.11	$36,676
21	1.600	$29.66	$37,377
22	1.630	$30.22	$38,077
23	1.660	$30.78	$38,778
24	1.690	$31.33	$39,479
25	1.720	$31.89	$40,180

** Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

2025-2026

2025-26	EOP	
STEP	INDEX	HOURLY
1	1.000	$19.00
2	1.030	$19.57
3	1.060	$20.14
4	1.090	$20.71
5	1.120	$21.28
6	1.150	$21.85
7	1.180	$22.42
8	1.210	$22.99
9	1.240	$23.56
10	1.270	$24.13
11	1.300	$24.70
12	1.330	$25.27
13	1.360	$25.84
14	1.390	$26.41
15	1.420	$26.98
16	1.450	$27.56
17	1.480	$28.13
18	1.510	$28.70
19	1.540	$29.27
20	1.570	$29.84
21	1.600	$30.41
22	1.630	$30.98
23	1.660	$31.55
24	1.690	$32.12
25	1.720	$32.69

2025-26	PARAPROFESSIONAL		
STEP	INDEX	HOURLY	ANNUAL*
1	1.000	$19.00	$23,944
2	1.030	$19.57	$24,663
3	1.060	$20.14	$25,381
4	1.090	$20.71	$26,099
5	1.120	$21.28	$26,818
6	1.150	$21.85	$27,536
7	1.180	$22.42	$28,254
8	1.210	$22.99	$28,973
9	1.240	$23.56	$29,691
10	1.270	$24.13	$30,409
11	1.300	$24.70	$31,128
12	1.330	$25.27	$31,846
13	1.360	$25.84	$32,564
14	1.390	$26.41	$33,283
15	1.420	$26.98	$34,001
16	1.450	$27.56	$34,719
17	1.480	$28.13	$35,438
18	1.510	$28.70	$36,156
19	1.540	$29.27	$36,874
20	1.570	$29.84	$37,593
21	1.600	$30.41	$38,311
22	1.630	$30.98	$39,029
23	1.660	$31.55	$39,748
24	1.690	$32.12	$40,466
25	1.720	$32.69	$41,184

** Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

2026-2027

2026-27	EOP	
STEP	INDEX	HOURLY
1	1.000	$19.48
2	1.030	$20.06
3	1.060	$20.65
4	1.090	$21.23
5	1.120	$21.82
6	1.150	$22.40
7	1.180	$22.98
8	1.210	$23.57
9	1.240	$24.15
10	1.270	$24.74
11	1.300	$25.32
12	1.330	$25.91
13	1.360	$26.49
14	1.390	$27.08
15	1.420	$27.66
16	1.450	$28.24
17	1.480	$28.83
18	1.510	$29.41
19	1.540	$30.00
20	1.570	$30.58
21	1.600	$31.17
22	1.630	$31.75
23	1.660	$32.33
24	1.690	$32.92
25	1.720	$33.50

2026-27	PARAPROFESSIONAL		
STEP	INDEX	HOURLY	ANNUAL*
1	1.000	$19.48	$24,543
2	1.030	$20.06	$25,279
3	1.060	$20.65	$26,016
4	1.090	$21.23	$26,752
5	1.120	$21.82	$27,488
6	1.150	$22.40	$28,224
7	1.180	$22.98	$28,961
8	1.210	$23.57	$29,697
9	1.240	$24.15	$30,433
10	1.270	$24.74	$31,170
11	1.300	$25.32	$31,906
12	1.330	$25.91	$32,642
13	1.360	$26.49	$33,379
14	1.390	$27.08	$34,115
15	1.420	$27.66	$34,851
16	1.450	$28.24	$35,587
17	1.480	$28.83	$36,324
18	1.510	$29.41	$37,060
19	1.540	$30.00	$37,796
20	1.570	$30.58	$38,533
21	1.600	$31.17	$39,269
22	1.630	$31.75	$40,005
23	1.660	$32.33	$40,741
24	1.690	$32.92	$41,478
25	1.720	$33.50	$42,214

** Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

Appendix B

EDUCATIONAL OFFICE PERSONNEL LANE PLACEMENT AND COMPENSATION: 2023-2027

EOP Lanes

For the 2023-2024 contract year, educational office personnel positions will be in Lanes A and B as follows. Beginning with the 2024-2025 contract year, all EOP positions will be in one lane.

Lane A

- All part-time positions
- Media Services
- Production
- Special Education (9 – 10 months)

Lane B

- Accounts Payable
- Administrative Assistant – all positions and levels
- Bookkeeper
- High School Registrar
- Human Resources
- Payroll
- Receptionist – all positions and levels
- Special Education (12 months)

EOP Increment

The following 12 month EOP positions who work with District-wide student/staff confidential information or finance will receive a $1.00 per hour increment in addition to the wages reflected on the pay scale attached to the Agreement.

- Accounts Payable
- Bookkeeper
- Curriculum & Instruction (50% or more grant management).
- Human Resources
- Payroll Coordinator
- Special Education

Appendix C

PROCEDURE FOR RESOLVING CONCERNS

McLean County Unit District No. 5
1809 West Hovey Ave., Normal, IL 61761-4339

The Board is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

Step One

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

Step Two

If resolution is not achieved at Step One, a "Concern Resolution Form" will be submitted to the building administrator/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member's personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building administrator/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

Step Three

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent or designee. The building administrator will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent or designee will conduct a hearing involving all parties.
- The Assistant Superintendent or designee will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member's personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 *(Uniform Grievance Procedure)*.

Appendix C

CONCERN RESOLUTION FORM

McLean County Unit District No. 5
1809 West Hovey Ave., Normal, IL 61761-4339

Your Name: _____ Date: _____

Address: _____ _____ _____
Street City Zip Code

Phones (s): Home _____ Work _____ Cell _____

Parties Involved: _____

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.):_____

_____

Personnel:_____

_____

Transportation:_____

_____

Other:_____

_____

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

_____

_____

_____

_____

_____

Your Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the administrator of the school involved with the issue.

C & I September 28, 2004

Appendix D

LEAVE SUMMARIES

THE FOLLOWING LEAVE SUMMARIES ARE NOT INTENDED TO REPLACE CONTRACT LANGUAGE. SEE GROUP-SPECIFIC CONTRACT, AGREED-UPON LANGUAGE, OR BOARD POLICY FOR SPECIFIC LEAVE INFORMATION.

Sick Leave – Paid leave that can be used by an employee for personal illness or for serious illness or death for members of the immediate family as defined by the Agreement. Sick leave may also be used for birth, adoption, placement for adoption, or the acceptance of a child in need of foster care, pursuant to provisions of the Agreement. All benefits remain intact when an employee is utilizing sick leave.

Bereavement Leave – Paid leave that can be used by an employee for up to three days to deal with funeral matters of the immediate family. If the request is for a family member who doesn't qualify under the terms of the contract, the request may be considered under the terms of Emergency Leave.

Personal Leave – Paid leave for personal business that may not be taken during certain prohibited periods. Must be requested 48 hours in advance and the Administration may deny the leave if approval would adversely impact operations or the provision of services. Unused personal leave may accumulate to a maximum of 4 days and all unused personal leave days eventually convert to sick leave.

Jury Duty Leave – Paid leave for time served on a jury.

Emergency Leave – Paid leave to accommodate extreme situations when other leaves do not apply. A bargaining unit member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, administrator of the building from which the request was made, and the president of the Association or designee.

Professional Leave – Paid leave that may be allowed by the Superintendent or designee for the enhancement of a bargaining unit member's professional capacity. A bargaining unit member must request professional leave in writing at least one (1) week prior to the day of the requested absence.

Medical Leave – Unpaid leave that can be used by an employee for personal illness only. Medical leave is only available after sick leave has been exhausted. All benefits, except pay, remain intact when an employee is utilizing medical leave. FMLA is run concurrently when applicable.

Personal Illness Leave – Unpaid leave that can be used for an employee's personal illness. The leave requires Board approval prior to use, and is available only after sick leave and medical leave have been exhausted. An employee can request personal illness leave for the remainder of the current contract year only. Employee health insurance will be maintained through the month following the beginning of the leave or longer if required under the Family and Medical Leave Act. An employee can continue health insurance following said time period at their personal cost during the leave. All other benefits will be suspended during the leave.

Family Hardship Leave – Unpaid leave that can be used by an employee for family care. The leave requires Board approval prior to use, and CANNOT be used for the same reason given for the use sick leave, medical leave, and/or personal leave. All benefits will be suspended during the leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at their personal cost during the leave. *Total leave allowance is two years.*

Parental Leave – Unpaid leave that can be used by an employee for parental reasons. The leave requires Board approval prior to use. All benefits are suspended during parental leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at their personal cost during the leave. *Total leave allowance is two years.*

Planned Extended Leave – Unpaid leave that can be used with no specific reason given by the employee provided a suitable replacement can be employed. Seniority is not impacted by taking such leave; however experience credit is not accrued while on leave. All benefits are suspended during a planned extended leave. An employee can continue health insurance at their personal cost. When returning from leave, the employee will be placed in an available position for which they are qualified, unless impacted by a Reduction in Force. *Total leave is two years.*

Leave Without Pay – Requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator. Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations. The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

Family Medical Leave Act (FMLA) – Unpaid leave for up to 12 or 26 weeks in a fixed year that can be used by eligible employees for a serious health condition of the employee or the employee's spouse, child, or parent, birth or adoption, qualifying exigencies, and for care of a certain covered servicemembers with serious injuries or illnesses. All benefits, except pay, remain intact when utilizing FMLA, provided the employee continues to pay any proportionate cost of said benefits. (Accrued compensatory time-off and other paid or unpaid leaves will run concurrently with FMLA- leave where applicable.) *Completion of other forms may be required.*

Directions for the completion of monthly travel report for reimbursement

This document includes the mileage travel chart and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

1. Click "enable content" when you get this security warning.



2. Please complete this form electronically instead of hand-written.
3. Complete ALL of the information at the top of the form (type in the gray shaded boxes).
    1. Once you've typed in the cell and hit Enter or tabbed out, the gray shading will disappear.
    2. For the "Reimbursement Month" and "Homebase" fields, select a value from the drop-down menu.
4. Complete as many lines of the Travel Log as necessary.
    1. For each line, input information into the Date, From, To, Purpose, and Miles fields. The Rate and Reimbursement fields will be automatically calculated.
    2. If you get a "Update Form" error in the Reimbursement field, the spreadsheet cannot find a mileage rate for the date that you input in that line. Please download the most current version of the form.
    3. The Reimbursement Total is rounded after each line of the Travel Log has been summed.
    4. Only record the miles that you actually travel between buildings, not round trips.
    5. Use the mileage chart tab on the document to figure your mileage.
    6. Staff members will be compensated for miles actually traveled between district buildings.
5. Complete the Account Distribution table.
    1. The total on the Account Distribution must equal the total on the Travel Log.
    2. Call the Business Office (Accounts Payable) if you need an account number that's not listed.
6. Submit the completed form to Accounts Payable for processing.
    1. The building administrator must sign the completed form.
    2. The form must be printed on pink paper before submitted to the Unit Office.
    3. Complete for a full month (no partial month payments).
    4. Approved travel sheets (sheets with admin signature) are processed the first week of each month.

You can download a current version of this form by going to www.unit5.org and navigating to Staff > Staff - Resources > Mileage Reimbursement,
OR
sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement

REV 1/3/2023

MCLEAN COUNTY UNIT DISTRICT NO. 5

MONTHLY TRAVEL REPORT

For Mileage Reimbursement

PLEASE TYPE IN THE GRAY BOXES. THEY WILL TURN WHITE ONCE THEY HAVE BEEN FILLED IN.

EMPLOYEE NAME	REIMBURSEMENT MONTH	HOMEBASE		
HOME ADDRESS	**CITY**	**STATE**	**ZIP CODE**	**LAST 4 OF SSN**

PLEASE PRINT THIS FORM ON PINK PAPER

ACCOUNT DISTRIBUTION

Account Description	Account Number	Dollar Amt
CJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Curriculum Instruction Personnel	10.5.000.2211.3320.0000.000000	
Custodians & Maintenance Personnel	20.5.000.2542.3320.0000.000000	
EJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Elementary Teachers & Teacher Assistants	10.5.100.1101.3320.0000.000000	
Family Coordinators	10.5.000.3800.3320.0000.000000	
Finance Department Personnel	10.5.000.2510.3320.0000.000000	
Food Service Administrators	10.5.000.2561.3320.0000.000000	
Food Service Non-admin Personnel	10.5.000.2562.3320.0000.000000	
Human Resources Personnel	10.5.000.2641.3320.0000.000000	
KJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
NCHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
NCWHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
Operations & Maintenance Admin & EOPs	20.5.000.2541.3320.0000.000000	
PJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Principal/Assoc. Principal/Admin	10.5.000.2410.3320.0000.000000	
Principal's Admin Assts	10.5.000.2410.3320.0000.000000	
Psychologists	10.5.000.2140.3320.0000.000000	
Safety & Security Personnel	10.5.000.2546.3320.0000.000000	
School Nurses	10.5.000.2134.3320.0000.000000	
Social Workers	10.5.000.2110.3320.0000.000000	
Special Education Personnel	10.5.000.1200.3320.0000.000000	
Superintendents Office	10.5.000.2321.3320.0000.000000	
Technology Administrator	10.5.000.2661.3320.0000.000000	
Technology Non-admin Personnel	10.5.000.2664.3320.0000.000000	
Transportation Admin	40.5.000.2551.3320.0000.000000	
Other (Call Business Office for Acct Number)		
Total		**$ -**

_____ _____

EMPLOYEE SIGNATURE DATE

_____ _____

PRINCIPAL/SUPERVISOR SIGNATURE DATE

TO INSERT ADDITIONAL ROWS IN THE TRAVEL LOG, CLICK THE BUTTON AT THE BOTTOM OF THE TABLE

TRAVEL LOG

Date	From	To	Purpose	Miles	Rate	Amount

Mileage Chart (rev. 2021)

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	Prairieland ES	Sugar Creek ES	Towanda ES
ERRC		0.4	4.7	0.6	7.3	3.2	3.5	15.4	3.3	4.0	13.8	11.6	11.2	12.1	3.1	1.9	13.0	3.8	6.6	4.1	4.9	6.7	3.4	4.3	11.0	2.8	4.2	7.9
Transportation	0.4		5.1	0.1	7.7	3.7	3.9	15.9	3.8	4.4	14.2	12.1	11.7	12.5	3.5	2.3	13.5	4.3	7.0	4.6	5.3	7.1	3.8	4.7	11.4	3.2	4.6	8.3
Unit Office	4.7	5.1		5.3	7.5	1.5	2.5	8.5	2.0	0.7	11.2	5.6	9.2	5.8	3.0	3.0	7.7	2.2	6.8	2.7	9.8	5.1	1.3	0.7	5.7	5.1	3.9	11.3
Warehouse	0.6	0.1	5.3		7.9	3.8	4.1	16.0	3.9	4.5	14.4	12.2	11.8	12.7	3.7	2.4	13.6	4.4	7.2	4.7	5.4	7.3	4.0	4.9	11.6	3.4	4.8	8.5
NCHS	7.3	7.7	7.5	7.9		8.1	4.9	9.4	5.7	8.1	7.5	10.2	15.3	10.1	4.4	5.9	13.3	6.1	1.0	5.0	10.7	2.6	6.1	8.1	11.3	4.9	3.8	3.1
NCWHS	3.2	3.7	1.5	3.8	8.1		3.1	9.9	2.4	0.7	12.7	9.3	8.4	9.6	2.9	2.5	8.1	3.5	7.3	3.8	8.4	5.3	2.2	1.0	6.9	3.6	4.2	9.1
CJHS	3.5	3.9	2.5	4.1	4.9	3.1		6.8	1.2	2.5	9.4	5.6	12.0	5.6	0.7	2.0	8.4	1.0	4.0	0.9	6.9	2.5	1.6	2.5	6.7	2.5	1.3	7.6
EJHS	15.4	15.9	8.5	16.0	9.4	9.9	6.8		7.5	9.1	5.5	4.2	20.0	3.8	8.4	8.5	7.8	7.0	9.5	7.4	19.3	7.7	7.4	9.2	5.8	9.0	7.3	11.3
KJHS	3.3	3.8	2.0	3.9	5.7	2.4	1.2	7.5		1.7	10.2	4.8	10.5	4.8	1.7	1.6	7.5	1.2	5.2	1.7	8.5	3.8	0.4	1.8	5.9	3.7	2.6	9.2
PJHS	4.0	4.4	0.7	4.5	8.1	0.7	2.5	9.1	1.7		11.8	6.6	8.8	6.8	2.7	2.5	7.3	2.8	6.5	3.2	9.1	4.7	1.5	0.3	6.2	4.4	3.5	9.9
Benjamin ES	13.8	14.2	11.2	14.4	7.5	12.7	9.4	5.5	10.2	11.8		8.2	21.8	8.5	10.0	11.2	11.3	9.1	7.8	8.7	16.9	7.0	10.2	12.2	9.3	10.2	8.6	9.3
Brigham ELC	11.6	12.1	5.6	12.2	10.2	9.3	5.6	4.2	4.8	6.6	8.2		16.2	0.9	6.2	6.0	4.8	4.5	9.4	5.7	15.4	7.5	5.0	8.1	2.7	8.0	7.1	17.1
Carlock ES	11.2	11.7	9.2	11.8	15.3	8.4	12.0	20.0	10.5	8.8	21.8	16.2		17.1	12.3	10.9	18.5	11.3	14.9	13.4	10.5	15.0	10.4	8.8	16.4	12.0	14.3	16.7
Cedar Ridge ES	12.1	12.5	5.8	12.7	10.1	9.6	5.6	3.8	4.8	6.8	8.5	0.9	17.1		6.3	6.1	5.2	4.6	9.5	5.8	15.9	7.6	5.1	8.5	3.1	12.9	7.2	17.6
Eugene Field	3.1	3.5	3.0	3.7	4.4	2.9	0.7	8.4	1.7	2.7	10.0	6.2	12.3	6.3		1.5	9.3	1.5	3.8	1.1	6.5	2.7	1.8	2.6	7.2	2.0	1.4	6.2
Fairview ES	1.9	2.3	3.0	2.4	5.9	2.5	2.0	8.5	1.6	2.5	11.2	6.0	10.9	6.1	1.5		9.2	2.1	5.0	2.6	7.0	4.1	1.7	2.6	12.1	2.3	2.7	7.8
Fox Creek ES	13.0	13.5	7.7	13.6	13.3	8.1	8.4	7.8	7.5	7.3	11.3	4.8	18.5	5.2	9.3	9.2		7.8	16.7	8.8	16.8	10.7	7.2	7.4	2.6	13.8	10.3	18.5
Glenn ES	3.8	4.3	2.2	4.4	6.1	3.5	1.0	7.0	1.2	2.8	9.1	4.5	11.3	4.6	1.5	2.1	7.8		5.6	1.2	9.0	3.5	1.1	2.7	5.8	3.6	2.3	9.7
Grove ES	6.6	7.0	6.8	7.2	1.0	7.3	4.0	9.5	5.2	6.5	7.8	9.4	14.9	9.5	3.8	5.0	16.7	5.6		4.6	10.0	1.8	5.5	6.3	10.6	4.0	3.1	3.7
Hoose ES	4.1	4.6	2.7	4.7	5.0	3.8	0.9	7.4	1.7	3.2	8.7	5.7	13.4	5.8	1.1	2.6	8.8	1.2	4.6		7.6	2.5	1.8	3.2	6.7	2.9	1.3	6.8
Hudson ES	4.9	5.3	9.8	5.4	10.7	8.4	6.9	19.3	8.5	9.1	16.9	15.4	10.5	15.9	6.5	7.0	16.8	9.0	10.0	7.6		11.9	9.2	10.1	15.4	8.8	11.1	7.9
Northpoint ES	6.7	7.1	5.1	7.3	2.6	5.3	2.5	7.7	3.8	4.7	7.0	7.5	15.0	7.6	2.7	4.1	10.7	3.5	1.8	2.5	11.9		3.9	4.8	8.7	3.1	1.5	5.2
Oakdale ES	3.4	3.8	1.3	4.0	6.1	2.2	1.6	7.4	0.4	1.5	10.2	5.0	10.4	5.1	1.8	1.7	7.2	1.1	5.5	1.8	9.2	3.9		1.5	6.0	3.8	2.7	9.3
Parkside ES	4.3	4.7	0.7	4.9	8.1	1.0	2.5	9.2	1.8	0.3	12.2	8.1	8.8	8.5	2.6	2.6	7.4	2.7	6.3	3.2	10.1	4.8	1.5		6.4	4.7	3.5	10.2
Pepper Ridge ES	11.0	11.4	5.7	11.6	11.3	6.9	6.7	5.8	5.9	6.2	9.3	2.7	16.4	3.1	7.2	12.1	2.6	5.8	10.6	6.7	15.4	8.7	6.0	6.4		11.8	8.3	16.5
Prairieland ES	2.8	3.2	5.1	3.4	4.9	3.6	2.5	9.0	3.7	4.4	10.2	8.0	12.0	12.9	2.0	2.3	13.8	3.6	4.0	2.9	8.8	3.1	3.8	4.7	11.8		1.7	5.5
Sugar Creek ES	4.2	4.6	3.9	4.8	3.8	4.2	1.3	7.3	2.6	3.5	8.6	7.1	14.3	7.2	1.4	2.7	10.3	2.3	3.1	1.3	11.1	1.5	2.7	3.5	8.3	1.7		5.6
Towanda ES	7.9	8.3	11.3	8.5	3.1	9.1	7.6	11.3	9.2	9.9	9.3	17.1	16.7	17.6	6.2	7.8	18.5	9.7	3.7	6.8	7.9	5.2	9.3	10.2	16.5	5.5	5.6	

Travel Time Chart *(rev. 2021)*

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	Prairieland ES	Sugar Creek ES	Towanda ES
ERRC		6	14	6	14	11	13	24	12	13	25	22	19	22	12	9	27	14	17	14	13	15	14	14	18	10	13	15
Transportation	6		15	4	16	12	14	25	14	14	28	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
Unit Office	14	15		15	21	8	11	22	9	6	24	17	17	15	13	12	18	11	20	12	20	20	8	7	16	15	14	21
Warehouse	6	4	15		16	12	14	25	14	14	26	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
NCHS	14	16	21	16		19	15	20	18	19	16	23	22	23	14	15	27	17	7	16	17	8	18	19	22	13	17	11
NCWHS	11	12	8	12	19		12	22	10	7	26	20	16	21	12	10	22	13	19	14	17	18	10	8	19	13	15	17
CJHS	13	14	11	14	15	12		19	9	11	21	21	22	19	8	11	23	9	14	8	19	11	10	12	20	12	8	18
EJHS	24	25	22	25	20	22	19		19	22	13	12	29	11	20	21	19	17	20	18	26	17	19	20	14	22	17	21
KJHS	12	14	9	14	18	10	9	19		9	22	15	20	16	11	9	21	8	18	9	18	15	6	10	16	14	12	19
PJHS	13	14	6	14	19	7	11	21	9		25	18	17	19	12	11	21	12	18	13	18	16	8	6	17	14	14	19
Benjamin	25	28	24	26	16	26	21	13	22	25		17	29	16	20	23	22	20	14	18	27	14	22	25	17	20	18	16
Brigham ELC	22	23	17	23	23	20	21	12	15	18	17		22	8	19	19	15	16	22	18	27	19	17	19	12	24	20	26
Carlock	19	20	17	20	22	16	22	29	20	17	29	22		23	23	19	27	25	23	24	22	23	26	16	23	21	22	24
Cedar Ridge	22	23	15	23	23	21	19	11	16	19	16	8	23		20	19	16	15	21	18	27	22	16	17	12	23	20	25
Eugene Field	12	14	13	14	14	12	8	20	11	12	20	19	23	20		9	25	10	13	9	17	13	10	12	20	11	10	17
Fairview	9	9	12	9	15	10	11	21	9	11	23	19	19	19	9		25	13	16	12	15	15	10	12	20	11	11	16
Fox Creek	27	29	18	29	27	22	23	19	21	21	22	15	27	16	25	25		21	27	23	26	24	21	19	11	26	24	27
Glenn	14	16	11	16	17	13	9	17	8	12	20	16	25	15	10	13	21		17	9	19	14	9	12	17	14	11	20
Grove	17	15	20	15	7	19	14	20	18	18	14	22	23	21	13	16	27	17		14	22	8	17	19	22	12	11	12
Hoose	14	15	12	15	16	14	8	18	9	13	18	18	24	18	9	12	23	9	14		19	11	11	13	19	12	7	14
Hudson	13	14	20	14	17	17	19	26	18	18	27	27	22	27	17	15	26	19	22	19		20	18	19	22	18	18	21
Northpoint	15	18	20	18	8	18	11	17	15	16	14	19	23	22	13	15	24	14	8	11	20		15	16	20	11	9	16
Oakdale	14	14	8	14	18	10	10	19	6	8	22	17	26	16	10	10	21	9	17	11	18	15		8	17	13	12	19
Parkside ES	14	15	7	15	19	8	12	20	10	6	25	19	16	17	12	12	19	12	19	13	19	16	8		17	15	14	21
Pepper Ridge	18	19	16	19	22	19	20	14	16	17	17	12	23	12	20	20	11	17	22	19	22	20	17	17		17	20	18
Prairieland	10	12	15	12	13	13	12	22	14	14	20	24	21	23	11	11	26	14	12	12	18	11	13	15	17		6	10
Sugar Creek ES	13	15	14	15	17	15	8	17	12	14	18	20	22	20	10	11	24	11	11	7	18	9	12	14	20	6		11
Towanda ES	15	17	21	17	11	17	18	21	19	19	16	26	24	25	17	16	27	20	12	14	21	16	19	21	18	10	11	

SUPERINTENDENT EMPLOYMENT CONTRACT

THIS AGREEMENT, made and entered into this 19th day of July, 2023, by and between the **BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN and WOODFORD COUNTIES, ILLINOIS** (hereinafter referred to as the "Board") and **DR. KRISTEN KENDRICK-WEIKLE** (hereinafter referred to as "Superintendent").

W I T N E S S E T H :

WHEREAS, the Board is the duly elected, qualified, and acting governing body of COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN and WOODFORD COUNTIES, ILLINOIS; and

WHEREAS, the parties have agreed, and do hereby agree, to the employment of Kristen Kendrick-Weikle as Superintendent of said District under a performance-based contract specifically per Illinois Compiled Statutes 105 ILCS 5/10-23.8 and other applicable statutory enactments. Said performance-based contract shall be linked to student performance and academic improvement attributable to the responsibilities and duties of the Superintendent. Such performance-based contract shall be governed by the standards and goals identified in paragraph 7 below and such additional goals as subsequently established by the Board and the Superintendent pursuant to said paragraph 7;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Board hereby employs the aforesaid Superintendent and the Superintendent hereby accepts employment from said Board to the position of Superintendent of said District No. 5 for a period of four (4) years commencing July 1, 2023 and ending June 30, 2027.

2. The Superintendent shall furnish to the Board evidence of her possession of a valid and appropriate license to act as Superintendent in accordance with the laws of the State of Illinois. Failure to maintain licensure for serving as Superintendent in the State of Illinois shall be grounds for immediate termination of this Employment Contract pursuant to paragraph 23.

3. The employment of said Superintendent to the position of Superintendent of District No. 5, the duties and responsibilities of such Superintendent, and the respective duties and obligations of each party to the other shall at all times be in accordance with and subject to the provisions of the statutes of the State of Illinois, the rules and regulations of the Illinois State Board of Education in such case made and provided, and to the lawful rules and regulations of the Board in force from time to time during the period of such employment.

4. This Agreement anticipates the employment and services rendered by the Superintendent for a twelve (12) month period in each school year, subject to the exclusions of legal holidays and other school holidays which are authorized by the Board of Education and/or the laws of this State, and subject to the allocated vacation allowance hereinafter referenced.

5. The Superintendent shall maintain her principal residence within the geographical boundaries of the School District during the term of this Agreement and during any renewal term of this Agreement.

6. As compensation for the services set forth in this Agreement to be performed by said Superintendent, the Board agrees to pay said Superintendent an annual salary of Two Hundred Six Thousand Ninety-Three Dollars ($206,093), payable in twenty-four (24) equal installments on the 15th and 30th day of the month retroactive to the 15th day of July, 2023, and inclusive of any amounts already paid since that date.

The parties agree that the compensation for each subsequent year of this Agreement shall be no less than Two Hundred Six Thousand Ninety-Three Dollars ($206,093), payable under the same schedule as above referenced. For each succeeding year of the Agreement the Superintendent may receive an annual salary increase, based upon the performance indicators to be agreed to by the parties pursuant to the following paragraph 7.

7. Performance and Improvement Goals: The Board shall cooperate with and assist the Superintendent in the duties herein relegated to the Superintendent. The Board agrees that the Superintendent shall have all necessary resources and requisite control of the operations, including finances and development of personnel and educational programs. In accordance with 105 ILCS 5/10-23.8, the Board and Superintendent agree that all performance and improvement goals contained in previous employment contracts have been met. Pursuant to 105 ILCS 5/10-23.8, the following are goals for this employment contract in accordance with said law. Annually, the Superintendent, with the assistance of her administrative team, shall (1) evaluate student performance, including, but not limited to, student performance on standardized tests, successful completion of the curriculum, and attendance and drop-out rates; (2) review the curriculum and instructional services; (3) review school finances; and (4) report to the Board on her findings as to (a) student performance and (b) her recommendations, if any, for curriculum or instructional changes as a result of her evaluation of student performance. The parties may agree to modify or remove applicable goals as the case may be. Additional goals shall be developed annually before September 30th of each contract year unless such date is extended by mutual agreement of the parties. The Board and Superintendent shall meet and attempt in good faith to mutually agree upon such goals. By July 31st of the 2024-2025, 2025-2026, and 2026-2027 school years, the Board shall determine in their annual evaluation if goals have been met. The Superintendent

shall remind the Board President in writing thirty (30) days in advance of any deadline set forth in this paragraph 7.

8. The Superintendent shall be entitled to four (4) weeks (twenty (20) working days) of vacation, in each annual contract period, to be taken by the Superintendent at such time or times as are mutually satisfactory to her and the Board and consistent with the responsibilities of the office. Said vacation time shall be exclusive of the winter and spring breaks when school is not in session and of all legal holidays and other school holidays as authorized by the Board of Education and/or the laws of this State or the United States. It is understood that such vacation time shall not be cumulative and shall be used during each annual contract year. However, each contract year the Superintendent may exchange a maximum of five (5) unused vacation days for payment at her then current per diem.

9. The Superintendent shall be entitled to fifteen (15) working days of sick leave in each annual contract period commencing July 1, 2023. Such sick leave can be accumulated.

10. The Board of Education shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity, or in her official capacity as agent and employee of the Board of Education provided the incident arose while the Superintendent was acting within the scope of her employment and not in violation of State or Unit 5 rules and/or regulations.

11. In addition to the compensation set out above, the Board agrees to compensate, or to pay on behalf of the Superintendent, the Superintendent's required Teacher Retirement System (TRS) member contribution, including the health insurance contribution (THIS) to TRS, not to exceed the required percentages of contribution for TRS

and THIS existing as of the date of this Agreement. Such compensation is to be paid on the Superintendent's base salary. However, if legislation is enacted that limits the employer's ability to perform its obligations or otherwise reduces its obligations under this paragraph, the Board shall pay the difference to the Superintendent as salary to the extent the Board's total cost for salary and pick up of the TRS and THIS contribution equals the Board's total cost before enactment of such legislation. In the unlikely event that the Board's obligations under this paragraph to pay the Superintendent's required contributions, having first been reduced, are thereafter reinstated, the salary shall be decreased to the extent that the Board's total cost for salary and pick up of the TRS and THIS contribution equals the Board's total cost before such reinstatement in required contributions. The Board's and Superintendent's implementation herein shall be in implementation of this provision of the Contract and shall not constitute or require an amendment to the Contract.

12. Notwithstanding the provisions found in the preceding Section 11 or any other provision herein, in no event shall the Superintendent's compensation be increased from one year to the next year by an amount which would require the School District to incur a penalty in the event the compensation for the new year were to be utilized in calculating the Superintendent's retirement annuity.

13. During the term of this Agreement, the Superintendent, in the Superintendent's capacity as Superintendent, shall be the Chief Executive Officer of the District in charge of, and responsible for, all administrative, educational, and financial matters pertaining to said District, and the Board, acting both individually and collectively in their or its official capacity, shall promptly refer complaints, suggestions, or criticisms which come to their attention to said Superintendent for the Superintendent's information, study, recommendations, and actions for the benefit of the School District in total. The Superintendent shall keep the Board

and its individual members informed of all material matters impacting the finances of the School District, its educational mission or its standing in the public.

14. The Superintendent may undertake speaking engagements, writing, lecturing, and other professional duties, services or obligations incident to the Superintendent's office and those of the Superintendent's profession so long as same do not interfere with the performance of the Superintendent's duties as Superintendent and so long as they do not provide additional compensation to the Superintendent without the prior approval of the Board President, or if unanticipated compensation is given the Superintendent for such outside activity, the Superintendent shall report same to the Board President.

15. The Board shall reimburse the Superintendent, and/or pay on the Superintendent's behalf, professional dues for the Superintendent's membership in the Illinois Association of School Administrators, the American Association of School Administrators, and such other professional organizations as are approved in advance by the Board. A list of organizational memberships will be provided to the Board on an annual basis.

16. Subject to Board approval, all reasonable expenses incurred by the Superintendent in conjunction with performing the duties of the Superintendent's office for such purposes, such as, but not limited to, meeting of school and municipal/state officials, service organization dues, luncheon meetings, etc., shall be reimbursed. It should be understood that the Board encourages the Superintendent to participate in community activities, to enhance communication between related public bodies and the general public and the school administration, and to maintain an awareness of community input and desires.

17. In lieu of mileage reimbursement for travel in connection with official business, the Board shall pay Superintendent an annual stipend of Four Thousand Five Hundred Dollars ($4,500) in two (2) equal installments of Two Thousand Two Hundred Fifty Dollars ($2,250) during the months of July and January.

18. The Superintendent shall be entitled to, and is hereby granted, all benefits in accordance with the Board's policy for all other administrative and/or certified personnel, providing such benefit is not inconsistent with the terms of this Agreement.

19. The District shall at its sole cost provide Superintendent and her dependents major medical, vision, and dental coverage available under its group plan. Notwithstanding the foregoing, in the event that any health reform legislation or other law shall prohibit or otherwise restrict the Board from providing the health insurance benefit herein described while providing a lesser benefit to other certified employees, the Board retains the right to limit participation of the Superintendent and her dependents in the District health plans to the same terms and conditions provided to other certified employees. In such event, the monetary equivalent of the difference in premium cost for the Superintendent's elected coverage and the lesser cost actually paid by the Board in order to comply with such prohibition or restriction shall be paid to the Superintendent as salary to the extent that any such additional payment does not result in a penalty to the Board under the rules governing TRS.

20. The Board agrees to provide the Superintendent with group term life insurance in an amount of Three Hundred Thousand Dollars ($300,000), with beneficiaries at the Superintendent's designation.

21. From the annual salary stated in paragraph 6 herein, the Superintendent may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the Internal Revenue Code if adopted by the Board and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b) eligible product for the Superintendent as described in Section 403(b) of the Internal Revenue Code, in accordance with the Board's 403(b) Plan, and provided that the Superintendent confirms that any such deferrals and reductions are within Internal

Revenue Code limitations. The Board will match the Superintendent's annual contributions to any said 403(b) plan made pursuant to a salary reduction agreement (i.e. elective deferrals), provided the Board's match contribution shall not exceed eighty percent (80%) of an amount equal to ten percent (10%) of the Superintendent's annual salary stated in paragraph 6 herein.

22. This contract may be terminated by mutual agreement of the parties, by retirement of the Superintendent, and by disability of the Superintendent. In the event of disability or illness or incapacity, after the Superintendent's sick leave has been exhausted and such other leave as may be available has been exhausted and the Superintendent has been absent from employment for whatever cause for an additional continuous period of sixty (60) work days, all obligations of the District to the Superintendent shall cease. By the execution of this Agreement, the Superintendent waives any claim against the District and/or the Board and its individual members for disability.

If a question exists concerning the capacity of the Superintendent to return to the Superintendent's duties, the Board may require the Superintendent to submit to a medical examination to be performed by a medical doctor licensed to practice in the State of Illinois. The Board and the Superintendent shall mutually agree upon the medical doctor who shall conduct the examination, which shall likewise be done at the expense of the Board. If the Board and the Superintendent cannot agree upon a medical doctor, then each party shall choose one medical doctor, those two medical doctors shall choose a third medical doctor, and the majority opinion shall prevail. The Board and the Superintendent shall each pay the expense of their respective medical doctor's fee and share equally the expense for a third medical doctor. The medical doctor(s) shall limit his or her report to the issue of whether the Superintendent has a continuing disability which prohibits the Superintendent from

performing the Superintendent's duties. Such medical opinion, or in the event of more than one opinion, the majority medical opinion, shall be binding upon both parties.

23. The Superintendent may be discharged at any time for cause as provided by statute and which shall be deemed, but not limited to, neglect of duties or breach of contract. The Superintendent shall be given written notice of the reason(s) for discharge and afforded a hearing before the Board and the opportunity to present evidence, witnesses and defenses on the reason(s) given for discharge. If the Superintendent so chooses, the Superintendent may be accompanied by legal counsel, however, the Superintendent shall bear any cost involved therein. The Superintendent shall be provided a written decision of the Board subsequent to such meeting. If the Superintendent is discharged for cause, all compensation shall cease as of the date of discharge unless otherwise agreed to by the Board.

24. If dissatisfied with the Superintendent's performance, the Board may unilaterally, at its option, notify the Superintendent of the Board's dissatisfaction. The Board shall inform the Superintendent in writing of the perceived performance deficiencies that need to be remediated. The Board shall no less than one hundred twenty (120) days and no more than one hundred fifty (150) days thereafter, evaluate the Superintendent. If the Board then concludes that the Superintendent's performance remains deficient, the Board may terminate the Superintendent. In the event of such termination, the Board shall pay to the Superintendent, as severance pay in lieu of and in full satisfaction and release of all other claims or demands, a sum representing the salary and cash value of fringe benefits the Superintendent would have earned from the date of termination to the end of the current school term, except in no event shall the severance pay provided exceed an amount greater than twenty (20) weeks of compensation. Further, severance pay shall be prohibited if the Superintendent is terminated for misconduct as that terms is defined in the General Severance Pay Act (5 ILCS 415/10).

25. Notice of intent not to renew this Agreement shall be given to the Superintendent in writing stating the specific reasons therefore by March 1 of the last contract year. Within ten (10) days after receipt of the notice of intent not to renew the Agreement, the Superintendent may request a closed session hearing on the non-renewal. At the hearing, the Superintendent shall have the privilege of presenting evidence, witnesses and defenses on the grounds for dismissal. Failure of the Board to provide written notice of non-renewal by March 1 of the last contract year shall serve to automatically extend this Agreement for one additional year beyond its then effective expiration date upon the same term and conditions in effect during the last contract year, provided that the Superintendent no later than February 1 of the last contract year notifies the Board President in writing of this provision. Should the Superintendent fail to do so, this Agreement shall not be automatically extended.

26. Regardless of cause, upon termination of the Agreement between the Superintendent and the School District, all documents and papers that have been originated prior to or during the term of the Superintendent will remain the property of the School District, except those of a personal nature which are the property of the Superintendent. The designated ownership of such papers, supplies, books, and records is of paramount agreement between the parties hereto and shall survive the termination of this or subsequent employment agreements between the parties hereto.

27. Death of the Superintendent shall automatically terminate this Agreement with payment due the estate of the Superintendent through the end of the month of death only, as well as any payments required under the Illinois Wage Payment and Collection Act.

28. If during the term of this Agreement it is found that a specific clause of the Agreement is held to be unconstitutional or illegal in form under either federal or state law,

the remainder of the Agreement shall not be affected by such ruling and shall remain in full force and effect. This Agreement shall be governed under the laws of the State of Illinois.

29. Background Investigation: Under *The School Code of Illinois*, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing, or attempting to commit, the named crimes therein. If a subsequent criminal background investigation report reveals that there has been such a conviction, this Agreement shall immediately become null and void. The Superintendent further agrees that she must pass a comprehensive physical examination, including a drug screening, acceptable to the Board by a physician of the Board's choosing. Should the Superintendent fail to pass such comprehensive examination or drug screening, this Agreement shall immediately become null and void though executed prior to such examination.

30. This Agreement may be modified by adopting an addendum at any time and by annually establishing the salary to be paid the Superintendent by action of the Board without the necessity of renegotiating the entire contract, except that the minimum requirements set forth in this Agreement shall always remain as the obligation of the Board to the Superintendent.

31. Each of the parties hereto acknowledge that they have had the opportunity to consult with an attorney of their choice concerning the terms and conditions of this Agreement.

32. This Agreement contains the entire agreement of the parties with respect to the subject matter contained herein, supersedes all prior oral or written agreements between the parties relating to the subject matter contained herein, and merges all prior and contemporaneous discussions or representations between them.

IN WITNESS WHEREOF, the Board has caused this Agreement to be approved and signed by its duly authorized officers, and the Superintendent has approved this Agreement this 19th day of July, 2023, for the school term commencing July 1, 2023.

Per Resolution duly adopted by the BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN and WOODFORD COUNTIES, ILLINOIS, this 19th day of July, 2023.

BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN and WOODFORD COUNTIES, ILLINOIS

By_____
Its President

SUPERINTENDENT

_____
Kristen Kendrick-Weikle

ATTEST:

_____
Its Secretary

SETTLEMENT AGREEMENT AND RELEASE

This **SETTLEMENT AGREEMENT AND RELEASE** ("Agreement") is made and entered into by and between **LANELL GREENBERG** (the "Plaintiff"), and the **BOARD OF EDUCATION OF MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5** (the "Board" or "District") (collectively, the "Parties").

W I T N E S S E T H:

WHEREAS, LaNell Greenberg is a former employee of the District, resigning from her position as an Administrative Assistant at Normal Community High School on October 26, 2018; and

WHEREAS, until her resignation, Plaintiff had served in various roles within the District over various periods of time, starting in the 2003-2004 school year; and

WHEREAS, Plaintiff filed a Charge of Discrimination with the U.S. Equal Employment Opportunity Commission (the "EEOC") on April 30, 2019, alleging, among other things, that the Board discriminated against her by subjecting her to a hostile work environment based on sexual harassment and retaliation in violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; and 237

WHEREAS, a Dismissal and Notice of Rights was issued by the assigned EEOC investigator on September 10, 2020; and

WHEREAS, Plaintiff subsequently filed a lawsuit against the Board in the U.S. District Court for the Central District of Illinois, Case No. 20-cv-01434 (the "Lawsuit"), asserting discrimination and retaliation claims pursuant to 42 U.S.C. § 2000e, alleging the Board discriminated against her; and

WHEREAS, the Board denies and has denied any and all fault, wrongdoing, and liability to the Plaintiff, and denies that Plaintiff is entitled to any award or relief; and

WHEREAS, the Parties desire to fully address and resolve any claims, demands, or other related issues contained in or relating to the Lawsuit, and to avoid any and all claims or differences that might now or hereafter accrue or arise.

NOW, THEREFORE, for good and valuable consideration of the promises, mutual undertakings, and other considerations set forth in this Agreement, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound thereby, the Parties agree as follows:

1. **INCORPORATION OF RECITALS**. The recitals set forth hereinabove are true and correct and are incorporated in this paragraph by reference.

2. **DISMISSAL WITH PREJUDICE**. In consideration of the promises and compensation set forth in Paragraph 3 of this Agreement, Plaintiff stipulates to the voluntary dismissal of the Lawsuit against the Board of Education, with prejudice, pursuant to the Stipulation of Dismissal attached as Exhibit A. The Stipulation of Dismissal shall be filed within three (3) business days of Plaintiff's receipt of the Salary Amount described in Paragraph 3.

3. **COMPENSATION**. In consideration of the General Release of Claims set forth in Paragraph 5 of this Agreement and the dismissal of the Lawsuit against the Board of Education, with prejudice, the Board shall pay to Plaintiff the gross sum of $28,500.00 (Twenty-Eight Thousand Five Hundred Dollars and 00/100 Cents) ("Salary Amount"), in the following manner:

A. **Attorney's Fees: Nine Thousand Nine Hundred and 00/100s Dollars ($9,900.00)** made payable to Costigan & Wollrab, P.C. for attorney's fees and expenses. An IRS Form 1099 will be issued to Costigan & Wollrab, P.C. for this amount, based upon a completed Form W-9 to be provided by Costigan & Wollrab, P.C. to the Board's legal counsel upon Plaintiff's execution of this Agreement. Such payment shall also be included in a Form 1099 issued to Plaintiff in the amount of $9,900.00. 238

B. **Compensation: Eighteen Thousand Six Hundred and 00/100s Dollars ($18,600.00)** made payable to Plaintiff, less state and federal withholdings, and any other deductions authorized by Plaintiff or required by law. The Board shall issue a 2023 Form W-2 to Plaintiff for this amount. The Parties agree that solely for the purposes of this settlement, and without any admission of liability, the Salary Amount is an award of back pay that Plaintiff would have been paid had Plaintiff successfully prosecuted her claims asserted against the Board.

The Parties contemplate that none of the compensation referenced in subparagraph B of this Paragraph 3 will constitute earnings for purposes of the Illinois Municipal Retirement Fund ("IMRF") or any other pension system. Should the payment referenced in subparagraph B of this Paragraph 3 be deemed to constitute earnings for purposes of IMRF, then in that case, Plaintiff shall owe any amount due by Plaintiff as the payee to IMRF and the Board shall owe any amount due by the Board to IMRF as payor. Plaintiff shall be solely responsible for any amount owed to any pension system other than IMRF.

Plaintiff shall be responsible for payment of her legal fees, court costs, and any other expenses incurred as a result of, or related to, the Lawsuit.

Payment pursuant to this paragraph shall be made within seven (7) days after the Effective Date set forth in Paragraph 20 of this Agreement.

4. **NO ADDITIONAL BENEFITS**. No promise has been made by the Board to pay Plaintiff any other or future consideration except as set forth in this Agreement. Plaintiff shall not be entitled to any additional benefits other than those specifically set forth in this Agreement. Further, the promises indicated in this Agreement exceed any payment, benefit, or other thing of value that Plaintiff already is entitled to receive from the Board pertaining to the claims settled herein.

5. RELEASE OF CLAIMS. In consideration of the promises contained herein, Plaintiff, and her heirs, agents, attorneys, representatives, administrators, executors, successors, and assigns (collectively, "Releasors") hereby release, discharge, and forever free the Board and any past, present, or future Board of Education, Board members, officers, administrators, employees, volunteers, agents, attorneys, representatives, insurers (including but not limited to Suburban School Cooperative Insurance Program and its parents, subsidiaries and affiliates), heirs, successors, and assigns (collectively, "Releasees") from any and all claims, allegations, assertions, debts, dues, demands, liens, obligations, fees (including attorneys' fees), actions, or causes of action, of every kind or nature, at law or in equity, that they may now have or claim to have, or that may hereinafter accrue, whether known or unknown, anticipated or unanticipated, for any act done or omitted to be done connected with the past or present relationship between the Parties arising out of the facts and circumstances giving rise to this Lawsuit, including but not limited to any act or omission that was alleged or that could have been alleged in the Lawsuit or that is in any way connected with or related to the alleged facts that are the basis of the released claims.

This release does not extend to any claims that, as a matter of law, cannot be waived by an agreement such as this Agreement. Additionally, nothing in this Agreement shall be construed to prohibit Plaintiff from participating in a charge or otherwise communicating with or cooperating with an investigation by any federal, state, or local official or agency. However, Plaintiff waives any right to recover any monetary damages or any other remedy as a result of any such charge, action or communication. 239

This release specifically includes, but is not limited to, rights or claims arising under *Title IX of the Education Amendments of 1972*, 20 U.S.C. Sec. 1681 *et seq.*, the *Illinois School Code*, 105 ILCS 5/1 et seq., the *Illinois Human Rights Act*, 775 ILCS 5/1-101, *et seq.*, the *Age Discrimination in Employment Act of 1967*, 29 USC Sec. 621 *et seq.*, as amended, the *Americans with Disabilities Act of 1990*, 42 U.S.C. §12101 *et seq.* as amended, §504 of the *Rehabilitation Act of 1973*, 29 U.S.C. §794(a), 42 U.S.C. §§1983 and 1988, the Illinois or United States Constitutions, and any other federal, state, or local statute, law, common law, ordinance, regulation, or order. Plaintiff shall never maintain, pursue, institute, or cause to be instituted, assist in the institution of, or participate in any suit or action at law, equity, or otherwise, in any federal or state court, before any federal, state, or local administrative agency, or before any tribunal, public or private, relating to or arising from any claim that has been released hereunder, or related to the alleged facts that are the basis of the released claims.

6. RELEASE OF LIEN(S). In addition to the release of claims set forth in Paragraph 5, Plaintiff, and her heirs, agents, representatives, successors, and assigns, hereby agree to pay any and all outstanding liens of any kind that may exist, including but not limited to attorneys, former attorneys, physicians, hospitals, Medicare, Medicaid, and any and all other healthcare providers, from the total amount paid hereunder and further agree to defend, indemnify, and forever hold harmless the Board and any past or current employees or volunteers from any and all such lien or liens.

7. NO OUTSTANDING OR KNOWN FUTURE CLAIMS/CAUSES OF ACTION. Plaintiff affirms that she has not filed with any governmental agency or court any type of objection, allegations, claims, complaints, appeals, or requests against the Releasees and currently knows of

no existing act or omission by the Releasees that may constitute a claim or liability excluded from the Release of Claims in Paragraph 5, above.

8. **NO ADMISSION OF LIABILITY/FAULT**. This Agreement shall not in any way be construed or used as an admission of any fault, wrongdoing, or liability of any kind or nature by the Board, the same being denied, and this Agreement shall not serve as evidence or notice of any wrongful, unlawful or unconstitutional act, omission, or conduct by or on the part of the Releasees or any past, current, or future employees, and volunteers in any court or other proceeding of any kind.

9. **NON-PRECEDENTIAL EFFECT**. The terms of this Agreement are non-precedential, and this Agreement will not be used for any purpose other than to resolve this dispute.

10. **SEVERABILITY**. Should any provision of the Agreement be declared illegal by a court of competent jurisdiction, then said provision shall be deleted from this Agreement to the extent it violates the law, and the remaining provisions in this Agreement shall remain in full force and effect so long as the parties' intent in entering into this Agreement can still be met. 240

11. **NO ASSIGNMENT**. No assignment or transfer of this claim or any part thereof by operation of law or otherwise has been made or will be made at any time in the future.

12. **CONTRACTUAL CAPACITY**. Plaintiff acknowledges that she has entered into this Agreement voluntarily and knowingly and with the full and complete authority and contractual capacity to do so. Plaintiff acknowledges that she was provided an opportunity to consult with an attorney prior to executing this Agreement and has had ample opportunity to review its terms. Plaintiff, therefore, knowingly and voluntarily relinquishes and waives all legal and equitable remedies provided under the federal *Age Discrimination in Employment Act*, as amended. Further, Plaintiff acknowledges she is aware of and understands all rights and claims pursuant to this Act, including without limitation, the following:

a. That she has the right to be provided twenty-one (21) calendar days to consider this Agreement. Plaintiff acknowledges that she may sign this Agreement sooner, that she has elected to do so, and that her decision to do so is knowing and voluntary and not induced by the Board through fraud, misrepresentation, or threat;

b. That for a period of seven (7) calendar days following Plaintiff's execution of this Agreement, she has the right to revoke this Agreement by delivering, via courier or other personal delivery, a written revocation to C. Frazier Satterly, Attorney, 401 SW Water Street, Suite 106, Peoria, Illinois, 61602, by no later than the seventh calendar day following her execution of this Agreement; and

c. That by the release and waiver provisions contained in this Agreement, Plaintiff does not waive rights or claims that may be brought before a court or administrative body pursuant to the *Age Discrimination in Employment Act of 1967*, as amended, arising after the date this Agreement is executed.

13. APPLICABLE LAW AND CHOICE OF FORUM. This Agreement is made and entered into within and shall be governed by, construed, interpreted, and enforced in accordance with the laws of the State of Illinois.

14. ADDITIONAL DOCUMENTS. Plaintiff agrees to cooperate fully and sign any and all supplementary documents, provide all information, and take all additional actions necessary to effectuate this Agreement.

15. NO MODIFICATIONS. No provisions or requirements expressed in this Agreement may be altered, modified, changed, or canceled after the effective date of this Agreement, except upon the express written consent of all Parties.

16. TAX CONSEQUENCES. The Board shall report the payments to Plaintiff as income and deduct all employee withholdings required by state or federal law consistent with normal payroll practices and shall issue the appropriate IRS W-2 form to Plaintiff in accordance with the provisions of subparagraph B of Paragraph 3 of this Agreement. The Board is in receipt or possession of Plaintiff's Taxpayer Identification Number / Social Security Number. 241

17. CONFIDENTIALITY AND NON-DISPARAGEMENT. Plaintiff and her heirs, agents, attorneys, representatives, administrators, executors, successors, and assigns shall keep the facts, terms, and existence of this Release and the payment herein strictly confidential and shall not disclose the facts, terms, or existence of this Release or the payment herein to anyone except for her attorney(s), medical providers, accountants and financial advisors, but only to the extent necessary to receive their professional services. Plaintiff and her attorney(s), medical providers, accountants, and financial advisors shall keep the terms of this Agreement strictly confidential and shall not disclose the terms of this Agreement to anyone except to fulfill any legal obligations or except as absolutely necessary for the consummation of the settlement.

Furthermore, Plaintiff and her heirs, agents, attorneys, representatives, administrators, executors, successors, and assigns, shall not place the Releasees in a negative light or refer to them in a disparaging manner. The Board shall not place Plaintiff in a negative light or refer to her in a disparaging manner. Plaintiff agrees that if Plaintiff receives any contact or inquiry regarding the existence of this Release or any terms or conditions of this Release, Plaintiff shall state only that the matter between Plaintiff and Releasees has been resolved. The Parties acknowledge that this Agreement may be required to be produced by the Board or Releasees in the event of a request directed to the Board or Releasees pursuant to the Freedom of Information Act ("FOIA"); and the Parties hereto acknowledge that production of a copy of this Agreement in response to a FOIA request is not a violation of the covenants set forth in this Paragraph 17. Plaintiff agrees that consideration for this provision is contemplated in the payment pursuant to Paragraph 3 above.

Plaintiff agrees that the requirements and obligations in this Paragraph serve the mutual interest of herself and the Board in ensuring an amicable agreement between the Parties.

18. ENTIRE AGREEMENT. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist

between the Parties. This Agreement constitutes the entire agreement and understanding of the Parties and supersedes all prior negotiations and/or agreements, proposed or otherwise, written or oral, concerning the subject matter hereof.

19. **EXECUTION**. This Agreement may be executed in multiple counterparts, and a set of counterparts bearing the signatures of each Party hereto shall constitute the Agreement as fully as if the Parties had signed a single document. The Parties shall accept facsimile or electronic copies of this Agreement as if original copies.

20. **EFFECTIVE DATE**. Plaintiff acknowledges that pursuant to Paragraph 12, above, she has been offered twenty-one (21) days to consider this Agreement and understands that she may, for a period of seven (7) days from the date of her signature of this Agreement, revoke such Agreement and that this Agreement shall not become effective until eight (8) days have passed from the date Plaintiff signs this Agreement, or upon the date the Board signs this Agreement, whichever is later.

THEREFORE, the Parties have caused this Agreement to be executed on the dates written below:

THIS AGREEMENT CONTAINS A RELEASE OF CLAIMS. PLEASE READ CAREFULLY AND CONSULT WITH LEGAL COUNSEL BEFORE SIGNING.

LANELL GREENBERG

By LaNell Greenberg

Date: 6-30-23

BOARD OF EDUCATION MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5

By Kevin R Ryle
Board President

Date: 07/13/2023

EXHIBIT A

IN THE UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS
PEORIA DIVISION

LANELL GREENBERG,	)	
	)	
Plaintiffs,	)	
	)	
vs.	)	
	)	**Case No. 20-cv-01434-JES-JEH**
MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5,	)	
	)	
Defendant.	)	

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AGREED STIPULATION OF DISMISSAL WITH PREJUDICE

Plaintiff Lanell Greenberg, by and through her undersigned counsel, hereby stipulates as part of the settlement of this suit to the voluntary dismissal with prejudice of the above-captioned lawsuit and all claims against Defendant, the Board of Education of McLean County Unit School District No. 5, the parties to bear their own costs and attorneys' fees. Defendant shall not bear any additional costs or fees beyond those set forth in the Parties' settlement agreement.

LANELL GREENBERG

By: _____
Dawn L. Wall
Attorney for Plaintiff
COSTIGAN & WOLLRAB, P.C.
308 E. Washington St.
Bloomington, IL 61702
dwall@cwlawoffice.com

BOARD OF EDUCATION OF MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5

By: _____
C. Frazier Satterly
Attorney for Defendant
HODGES, LOIZZI, EISENHAMMER, RODICK & KOHN LLP
401 SW Water Street, Suite 106
Peoria, IL 61602
(309) 671-9000
(847) 670-7334 (fax)
fsatterly@hlerk.com

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Personnel Matters

Resignations/Retirements/Releases/Terminations

Last Name	First Name	Homebase	Assignment	Action	Effective
Certified					
Swanson	Alyssa	Benjamin	5th Grade	Resignation	05/25/2023
Rivera	Vicente	**Cedar Ridge/ PJHS**	**Music/Band**	Resignation before starting	07/11/2023
Piercy	Nikki	Grove	4th Grade	Resignation	05/25/2023
Roberts	Elaine	Grove/ Sugar Creek	3rd Grade/ 4th Grade	Resignation before starting	06/05/2023
Hamilton	Sarah	Hoose	SLP	Resignation	05/25/2023
Wynn	Jason	Hoose	LBS1	Resignation	06/29/2023
Boland	**Maggie**	**Oakdale**	**4th Grade**	**Resignation**	**05/25/2023**
Halperin	Kaytlin	Oakdale	2nd Grade	Resignation	05/25/2023
DiNardi	**Kristeen**	**Parkside**	**5th Grade**	**Resignation**	**06/30/2023**
Doak	Toni	CJHS	School Psychologist	Resignation	05/25/2023
Garman	**Katelynn**	**CJHS**	**LBS1**	**Resignation**	**5/25/2023**
Kelly-Schierholz	Karen	EJHS	6th Grade Social Studies	Resignation	05/25/2023
Carter	Michel	KJHS	Guidance Counselor	Resignation	05/25/2023
Delashmidt	Sadie	KJHS	LBS1	Resignation	05/25/2023
Burns	Laura	PJHS	LBS1	Resignation	06/30/2023
Thomas	Trisha	PJHS/ NCWHS	SLP	Resignation	**06/30/2023**
Bergmann	Brittany	NCHS	Science	Resignation	05/25/2023
Educational Support Personnel					
Rutledge	**Hailey**	**Brigham**	**Social Worker Intern**	**Resigned Before Starting**	**07/13/2023**
Venegas-Medina	Sergio	Eagle Road	Technology Specialist-Transportation	Terminated	06/23/2023
Shoger	**Carolyn**	**Fairview**	**Food Service-173 Days-6 Hours**	**Retirement**	**05/24/2023**
McCraw	Madison	Hoose	Para-Spec Ed	Resignation	05/25/2023

Heisel	**Sarah**		**Northpoint**	**Para-Spec Ed**		**Resignation**			**05/25/2023**
Burlingame	Taylor		Pepper Ridge	Para-Spec Ed		Resignation			05/25/2023
Scogin	Zachary		Pepper Ridge	Custodian - Head Day		Resignation			07/07/2023
Churchill	Ed		KJHS	Noon Hour Supervisor		Resignation			03/15/2022
Miller	Jarel		KJHS	Noon Hour Supervisor		Resignation			05/24/2023
Nelson	**Alyssa**		**PJHS**	**Para-Spec Ed**		**Resignation**			**05/25/2023**
Spann	Michael		PJHS	Custodian-Night		Terminated			06/19/2023
Fulscher	**Cristy**		**NCHS**	**EOP-10 Months-Lane A**		**Resignation**			**05/25/2023**
Peter Jones	Mary Beth		NCHS	Para-Spec Ed		Resignation			05/25/2023

Employment **(R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)**

	Last Name	First Name	Homebase	Assignment	Step	Lane	FTE	Effective
Certified								
(R)	Howes	Bailey	Brigham	ECE	Step 1	B+0	1.0	8/14/2023
(R)	Jones	Chelsea	Brigham	ECE	Step 1	B+0	1.0	8/14/2023
(R)	**Freesen**	**Toni**	**Cedar Ridge/Hudson**	**Art**	**Step 2**	**B+28**	**1.0**	**8/14/2023**
(R)	Myers	Brady	Cedar Ridge	4th and 5th Grade Bilingual	Step 1	B+0	1.0	8/14/2023
(R)	Martin	Taylor	Fox Creek	4th Grade	Step 1	B+0	1.0	8/14/2023
(R)	Davis	Kelly	Glenn	3rd Grade	Step 4	B+0	1.0	8/14/2023
(R)	**Heisel**	**Sarah**	**Grove/ Sugar Creek**	**Fall-3rd Grade/ Spring 4th Grade**	**Step 1**	**B+0**	**1.0**	**8/14/2023**
(R)	**Wilmot**	**Klaire**	**Grove**	**4th Grade**	**Step 3**	**B+0**	**1.0**	**8/14/2023**
(R)	OMalley Chaon	Alicia	Hoose	Adaptive PE	Step 16	M+0	1.0	8/14/2023
(LR)	Kaupp	Courtney	Oakdale	PE	Step 3	B+0	1.0	8/14/2023
(R)	Verhulst	Kaitlyn	Parkside	SLP	Step 1	M+30	1.0	8/14/2023
(R)	Arendt	Brittney	Pepper Ridge	Kindergarten	Step 2	B+0	1.0	8/14/2023
(R)	Etnier	Shyann	Pepper Ridge	5th Grade	Step 2	B+6	1.0	8/14/2023
(R)	Chinsky	Sara	Sugar Creek	Early Childhood	Step 1	M+0	1.0	8/14/2023

(R)	**Betancourt**	**Elizabeth**	**CJHS**		**English as a Second Language**	**Step 1**	**B+0**	**1.0**		**8/14/2023**
(R)	Bromfield	Madison	CJHS		LBS1	Step 1	B+0	1.0		8/14/2023
(R)	Tripp	Daniel	CJHS		Associate Principal			1.0		7/1/2023
(R)	**Denham**	**Theresa**	**EJHS**		**7th Grade LA**	**Step 3**	**B+24**	**1.0**		**08/14/2023**
(R)	**Hamilton**	**Amanda**	**EJHS**		**LBS1**	**Step 1**	**B+0**	**1.0**		**08/14/2023**
(R)	**Ingram**	**Jerrod**	**EJHS**		**6th Grade Social Science**	**Step 6**	**B+0**	**1.0**		**08/14/2023**
(R)	Birchler	Caryn	KJHS		LBS1	Step 11	B+0	1.0		08/14/2023
(R)	Oxarart	Aimee	PJHS		Principal			1.0		7/1/2023
(R)	Pullium	Cody	PJHS		Associate Principal			1.0		7/13/2023
(R)	**Wright**	**Megan**	**NCHS**		**Science**	**Step 1**	**B+0**	**1.0**		**8/14/2023**
(R)	**Gavin**	**Joseph**	**NCWHS**		**Certified Math Interventionist**	**Step 1**	**B+0**	**1.0**		**8/14/2023**
(R)	Wipperman	Dannell	Unit Office		Assistant Director of Special Ed			1.0		7/10/2023
Educational Support Personnel										
(R)	Divaya Lalitha Gunasekaran	Mohana	Benjamin		Para-Spec Ed	Step 3		1		8/14/2023
(R)	Ahrens	Jennifer	Brigham		Para-Spec Ed	Step 1		1		8/14/2023
(R)	Powell	Ginger	Brigham		Para-Spec Ed	Step 3		1		8/14/2023
(R)	Willard	Natalie	Cedar Ridge		Para-Spec Ed	Step 6		1		8/14/2023
(R)	Kirchner	Wade	Field		Para-Spec Ed	Step 2		1		8/14/2023
(R)	Faulkner	Jaimie	Grove		Para-Spec Ed	Step 6		1.0		08/14/2023
(R)	Scott	Nancy	Hoose		EOP-9.5 Months-Lane B	Step 6		1.0		08/07/2023
(R)	Froning	Lindsay	Northpoint		Para-Spec Ed	Step 1		1.0		08/14/2023
(R)	Benjamin	Kelli	Pepper Ridge		Para-Spec Ed	Step 5		1.0		08/14/2023
(R)	Crawford	Michelle	Pepper Ridge		Para-Spec Ed	Step 6		1.0		08/14/2023
(R)	Martin	Sally	Pepper Ridge		Para-Spec Ed	Step 2		1.0		08/14/2023
(R)	Ravisankar	Vanitha	Pepper Ridge		Para-Spec Ed	Step 1		1.0		08/14/2023
(R)	Creamean	Tiffani	Sugar Creek		Para-Spec Ed	Step 1		1.0		08/14/2023
(R)	Hall	Griselda	Sugar Creek		Para-Spec Ed	Step 1		1.0		08/14/2023
(R)	**Stover**	**Breanna**	**Sugar Creek**		**Para-Spec Ed**	**Step 6**		**1.0**		**08/14/2023**
(R)	Robbins	Marsha	CJHS		EOP-11 Months-Lane B	Step 6		1.0		07/21/2023
(R)	Doblosky	Dianna	CJHS		Para-Spec Ed	Step 6		1.0		08/14/2023

(R)	Menken	Kaleigh	KJHS	EOP-10 Months-Lane B	Step 4	1.0	07/31/2023
(R)	Granacher	Sarah	PJHS	Para-Spec Ed	Step 6	1.0	08/14/2023
(R)	Schlipf	Madison	PJHS	Para-Spec Ed	Step 1	1.0	08/14/2023
(R)	Jodumutt Bhat	Sukanya	NCHS	Para-Reg Ed	Step 6	1.0	08/14/2023
(R)	Harp	Dawn	NCWHS	Para-Reg Ed-CLS	Step 5	1.0	08/14/2023
(R)	Hill	Michael	NCWHS	Custodian-Night	Step 0	1.0	07/03/2023
(R)	**Thormann**	**Timothy**	**NCWHS**	**Custodian-Night-Pool**	**Step 0**	**1.0**	**07/05/2023**
(R)	Hicks	Sierra	Warehouse	Special Maint-Groundskeeper	Step 0	1.0	06/06/2023

Substitutes

Mahoney	Melissa
McCraw	Madison
Smith	Pamela
Thorton	Lisa

Contract Revisions

		Homebase	Revision	Effective
Certified				
Hendren	Jara	Cedar Ridge/ Elementary SEL/ Behavior Coach	From Cedar Ridge Elem SEL/ Behavior Coach To Hoose BEST Program Administrator	7/31/2023
Wuerfele	**Adam**	**Cedar Ridge/ IMC**	**From Step 3 To Step 11**	**8/14/2023**
O'Malley-Chaon	**Alicia**	**Hoose/ Adaptive PE**	**From Step 11 To Step 16**	**8/14/2023**
Rodriguez	Elizabeth	EJHS/ 7th Grade Math	From M+0 Step 2 To M+0 Step 8	8/14/2023
Haws	Jon	PJHS/ Associate Principal	From PJHS Associate Principal To Pepper Ridge Assistant Principal	7/31/2023
Mercado	Megan	PJHS/ FACS	From B+18 To B+24	8/14/2023
Velazquez	Victor	NCWHS/ Spanish	From Step 1 To Step 11	8/14/2023
Schedule B				

Bliss	Paul-Non-UFEA	PJHS	Add-JHCC 8/1/2023
Burch	**Rebecca-Non-UFEA**	**PJHS**	**Add-JHSB 8/14/2023**
Heffelfinger	**Kasside**	**PJHS**	**Add-JHBB 8/14/2023**
Kobel	Shawn-Non-UFEA	PJHS	Add-JHSB 8/14/2023
Lehr	David F-Non UFEA	PJHS	Add-JHWR 8/14/2023
Ohanson	Ike-Non-UFEA	PJHS	Add-JHBB 8/14/2023
Shawgo	Brenda-Non-UFEA	PJHS	Add-JHTR 8/1/2023
			Add-JHCC
Hawkins	**Chris**	**NCHS**	**Drop-KJHS-JHBE 7/31/2023**

Educational Support Personnel

Thompson	Christy	Grove/ Custodian-Night	From Night To Day Head 06/16/2023
Dittmar	Krysta	Sugar Creek/ Para-Spec Ed	From Step 1 To Step 3 08/14/2023
Smith	Troy	NCHS/ Custodian - Night-Pool	From NCHS Custodian Night Pool 06/16/2023
			To CJHS Custodian Night
Ratcliffe	**Jeff**	**NCWHS/ Special Maintenance W-S**	**Add-POOL 07/01/2023**
Keiser	**Stacy**	**Unit Office/ EOP-12 Month-Lane B**	**From Unit Office-EOP-12 Month-Lane B 07/24/2023**
			To PJHS-EOP-11 Months-Lane B
Wilks	Monica	Unit Office/ Human Resource Manager	From Human Resources Manager 06/22/2023
			To Director of Human Resources

Leave Requests

		Homebase/Position	**Leave Requested** **Effective**

Certified

Educational Support Personnel

Lehr	Margaret	KJHS/ Para-Spec Ed	Planned Extended Leave 2023-2024
Pascal	Kevin	NCHWS/ Custodian Lead Night	Leave for Personal Illness June 5-June 30, 2023

Information Only

Altieri	Joseph	Oakdale/ Custodian Night	From Oakdale To EJHS 06/26/2023
Bollmann	**Brooke**	**NCWHS/ Guidance Counselor**	**From NCWHS To NCHS 2023-2024**
Carr	**Kevin**	**PJHS/ Custodian - Night**	**From PJHS To Oakdale 07/17/2023**
Chalmers	**Nathan**	**Hoose/ 4th Grade**	**From 4th Grade To PE 2023-2024**
Flegel	**Kristi**	**Cedar Ridge/ Para-Spec Ed**	**From Spec Ed Para 2023-2024**
			To Reg Ed Para
Franks	Carolyn	EJHS/ Middle School MTSS Intverentionist	From MTSS Interventionist 2023-2024
			To 6th Grade Lit and Comp
Lacy	Shauna	NCHS/ Para-Spec Ed	From NCHS To Field 2023-2024
Morton	Bryce	Parkside/ Custodian Head Day	From Parkside Custodian Head Day 06/06/2023
			To Warehouse Special Maintenance Grounds Day
Newton	Laura	Hoose/ 4th Grade	Correction From B+0 Step 11 To B+0 Step 2 08/14/2023

MCLEAN COUNTY UNIT DISTRICT NO. 5

Authorization for Payment of Bills and Payrolls

June 22, 2023 through July 19, 2023

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	[1] Prepaid Bills	[2] Bills To Be Paid	[3] Payrolls	Total
07 Flexible Benefit Plan Trust Fund	21,034.61	0.00	0.00	21,034.61
08 Unit 5 Self-Funded Insurance	1,183,392.29	0.00	0.00	1,183,392.29
10 Educational	814,659.10	47,264.60	9,318,927.10	10,180,850.80
20 Operations & Maintenance	200,676.93	349,846.90	560,491.99	1,111,015.82
30 Debt Service	66,197.80	365,634.16	0.00	431,831.96
40 Transportation	1,205,148.52	1,540.57	18,644.58	1,225,333.67
50 Social Security	0.00	0.00	236,678.53	236,678.53
51 IMRF	0.00	0.00	136,405.76	136,405.76
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	294,834.57	23,062.04	50,064.11	367,960.72
90 Life Safety	158,158.06	0.00	0.00	158,158.06
99 Student Activity Funds [4]	63,388.28	0.00	0.00	63,388.28
Grand Total	**$4,007,490.16**	**$787,348.27**	**$10,321,212.07**	**$15,116,050.50**

[1] For funds 8 through 90, these bills were paid on and between 6/22/23 and 7/18/23. Please see the "Vendor Bill Listing - PREPAID" report for details.

[2] These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

[3] Please see the "Payroll Fund Totals" report for details.

[4] These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 6/21/23 and 7/18/23. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

ATTEST:

I certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of $15,116,050.50.

_____ _____

Kelly Pyle, President, Board of Education Date

_____ _____

Stan Gozur, Secretary, Board of Education Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2022-2023

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	240	06/16/2023	06/30/2023	06/30/2023
Certified - Semi	241	06/16/2023	06/30/2023	06/30/2023
Certified - Semi	250	07/01/2023	07/15/2023	07/14/2023
Certified - Semi	251	07/01/2023	07/15/2023	07/14/2023
Classified - Semi	240	06/16/2023	06/30/2023	06/30/2023
Classified - Semi	241	06/01/2023	06/15/2023	06/30/2023
Classified - Semi	250	07/01/2023	07/15/2023	07/14/2023
Classified - Semi	251	07/01/2023	07/15/2023	07/14/2023

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 240					
10	3,198,176.63	0.00	167,451.66	375,985.00	3,741,613.29
50	0.00	44,563.49	0.00	0.00	44,563.49
80	3,945.84	0.00	439.77	345.00	4,730.61
Period Total:	**$3,202,122.47**	**$44,563.49**	**$167,891.43**	**$376,330.00**	**$3,790,907.39**
Certified - Semi - Period Number: 250					
10	2,904,321.11	0.00	130,428.64	358,669.00	3,393,418.75
50	0.00	40,350.57	0.00	0.00	40,350.57
Period Total:	**$2,904,321.11**	**$40,350.57**	**$130,428.64**	**$358,669.00**	**$3,433,769.32**
Classified - Semi - Period Number: 240					
10	677,683.37	0.00	1,773.20	174,936.10	854,392.67
20	263,384.80	0.00	895.04	2,469.50	266,749.34
40	8,648.39	0.00	0.00	1,677.40	10,325.79
50	0.00	70,063.27	0.00	0.00	70,063.27
51	0.00	0.00	66,034.49	0.00	66,034.49
80	9,477.50	0.00	328.05	1,125.00	10,930.55
Period Total:	**$959,194.06**	**$70,063.27**	**$69,030.78**	**$180,208.00**	**$1,278,496.11**
Classified - Semi - Period Number: 250					
10	483,065.01	0.00	0.00	155,232.10	638,297.11
40	3,604.78	0.00	0.00	1,332.40	4,937.18
50	0.00	35,668.13	0.00	0.00	35,668.13
51	0.00	0.00	34,349.14	0.00	34,349.14
Period Total:	**$486,669.79**	**$35,668.13**	**$34,349.14**	**$156,564.50**	**$713,251.56**
Certified - Semi - Period Number: 241					
10	1,600.00	0.00	56.45	0.00	1,656.45
50	0.00	23.20	0.00	0.00	23.20
Period Total:	**$1,600.00**	**$23.20**	**$56.45**	**$0.00**	**$1,679.65**
Classified - Semi - Period Number: 251					
10	53,568.25	0.00	0.00	0.00	53,568.25
20	40,737.61	0.00	0.00	0.00	40,737.61
40	245.30	0.00	0.00	0.00	245.30
50	0.00	7,244.75	0.00	0.00	7,244.75
51	0.00	0.00	3,859.55	0.00	3,859.55

FUND		GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
80		150.40	0.00	0.00	0.00	150.40
	Period Total:	**$94,701.56**	**$7,244.75**	**$3,859.55**	**$0.00**	**$105,805.86**
Classified - Semi - Period Number: 241						
10		7,524.65	0.00	0.00	690.00	8,214.65
20		2,463.61	0.00	0.00	0.00	2,463.61
50		0.00	548.95	0.00	0.00	548.95
51		0.00	0.00	440.70	0.00	440.70
	Period Total:	**$9,988.26**	**$548.95**	**$440.70**	**$690.00**	**$11,667.91**
Certified - Semi - Period Number: 251						
10		182,299.96	0.00	23,791.71	0.00	206,091.67
50		0.00	2,643.34	0.00	0.00	2,643.34
	Period Total:	**$182,299.96**	**$2,643.34**	**$23,791.71**	**$0.00**	**$208,735.01**
	Grand Totals:	**$7,840,897.21**	**$201,105.70**	**$429,848.40**	**$1,072,461.50**	**$9,544,312.81**

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2023-2024

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	10	07/01/2023	07/15/2023	07/14/2023
Classified - Semi	10	07/01/2023	07/15/2023	07/14/2023
Classified - Semi	11	07/01/2023	07/15/2023	07/14/2023
Classified - Semi	12	07/14/2023	07/14/2023	07/14/2023
Classified - Semi	13	07/01/2023	07/15/2023	07/17/2023

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Classified - Semi - Period Number: 10					
10	182,063.42	0.00	1,836.69	17,979.00	201,879.11
20	246,947.81	0.00	913.83	2,469.50	250,331.14
40	2,791.31	0.00	0.00	345.00	3,136.31
50	0.00	31,352.67	0.00	0.00	31,352.67
51	0.00	0.00	31,859.91	0.00	31,859.91
80	9,468.80	0.00	328.06	1,125.00	10,921.86
Period Total:	**$441,271.34**	**$31,352.67**	**$34,938.49**	**$21,918.50**	**$529,481.00**
Certified - Semi - Period Number: 10					
10	183,748.59	0.00	23,871.79	10,416.00	218,036.38
50	0.00	2,646.62	0.00	0.00	2,646.62
80	3,945.92	0.00	439.77	345.00	4,730.69
Period Total:	**$187,694.51**	**$2,646.62**	**$24,311.56**	**$10,761.00**	**$225,413.69**
Classified - Semi - Period Number: 11					
10	436.85	0.00	0.00	0.00	436.85
20	210.29	0.00	0.00	0.00	210.29
50	0.00	49.51	0.00	0.00	49.51
51	0.00	0.00	(138.03)	0.00	(138.03)
Period Total:	**$647.14**	**$49.51**	**($138.03)**	**$0.00**	**$558.62**
Classified - Semi - Period Number: 12					
50	0.00	1,422.90	0.00	0.00	1,422.90
80	18,600.00	0.00	0.00	0.00	18,600.00
Period Total:	**$18,600.00**	**$1,422.90**	**$0.00**	**$0.00**	**$20,022.90**
Classified - Semi - Period Number: 13					
10	1,321.92	0.00	0.00	0.00	1,321.92
50	0.00	101.13	0.00	0.00	101.13
Period Total:	**$1,321.92**	**$101.13**	**$0.00**	**$0.00**	**$1,423.05**
Grand Totals:	**$649,534.91**	**$35,572.83**	**$59,112.02**	**$32,679.50**	**$776,899.26**

End of Report

Expenditure Summary Report

From Date: 6/21/2023
To Date: 6/21/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ace-Hi Glass Company	ISG-0530-65217	(blank)	47042	6/21/2023	374.70
Ace-Hi Glass Company Total					374.70
B & B Awards & Recognition	Normal West 62023	(blank)	47043	6/21/2023	68.23
B & B Awards & Recognition Total					68.23
Baby Fold	V618511	(blank)	2718	6/21/2023	17.58
Baby Fold Total					17.58
Bieterman, Michael	62623	(blank)	47044	6/21/2023	75.00
Bieterman, Michael Total					75.00
Bock, Aaron	Summer bball camp	(blank)	47045	6/21/2023	120.00
Bock, Aaron Total					120.00
Brock Spack Football Camps, Inc	Normal West FB	(blank)	47046	6/21/2023	3,000.00
Brock Spack Football Camps, Inc Total					3,000.00
Collinson, Austin Joseph	Summer bball camp	(blank)	47047	6/21/2023	225.00
Collinson, Austin Joseph Total					225.00
Dillingham, Peyton Wayne	Summer bball camp	(blank)	47048	6/21/2023	120.00
Dillingham, Peyton Wayne Total					120.00
Emerick, Drew Mathew	Bins, hooks, etc	(blank)	47049	6/21/2023	68.94
Emerick, Drew Mathew Total					68.94
Freeman, Matthew Gregory	62623	(blank)	47050	6/21/2023	75.00
Freeman, Matthew Gregory Total					75.00
Hafermann, Eduard	Pizza reimb	(blank)	47051	6/21/2023	121.70
Hafermann, Eduard Total					121.70
Higgins, Benjamin Marley	Summer bball camp	(blank)	47052	6/21/2023	120.00
Higgins, Benjamin Marley Total					120.00
Knapp, Randall	62623	(blank)	47053	6/21/2023	75.00
Knapp, Randall Total					75.00
Mueller, Kelsey Rae	Coach clinic, book	(blank)	47054	6/21/2023	404.96
Mueller, Kelsey Rae Total					404.96
NASSP	9001674730	(blank)	47055	6/21/2023	385.00
NASSP Total					385.00
Olsen, Alexander	Summer bball camp	(blank)	47056	6/21/2023	60.00
Olsen, Alexander Total					60.00
Peterson, Scott R	62623	(blank)	47057	6/21/2023	-
Peterson, Scott R Total					-
Sanderson, Case McKinney	Summer bball camp	(blank)	47058	6/21/2023	120.00
Sanderson, Case McKinney Total					120.00
Select Screen Prints	Normal West 62023	(blank)	47059	6/21/2023	2,498.00
	62129	(blank)	47060	6/21/2023	407.50
Select Screen Prints Total					2,905.50
Stratman, Eric	Boys tournament	(blank)	47061	6/21/2023	1,980.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Stratman, Eric Total					**1,980.00**
Temples, Wesley G	**Admin Academy**	(blank)	**47062**	6/21/2023	299.00
Temples, Wesley G Total					**299.00**
Wadel, Carson Douglas	**Summer bball camp**	(blank)	**47063**	6/21/2023	120.00
Wadel, Carson Douglas Total					**120.00**
Young, Derald D.	**Summer bball camp**	(blank)	**47064**	6/21/2023	120.00
Young, Derald D. Total					**120.00**
Grand Total					**10,855.61**

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Fund	Amount
99	10,855.61
Grand Total	**10,855.61**

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A B Hatchery	3948	2305413	255200	6/30/2023	33.98
A B Hatchery Total					33.98
Ace Hardware	586925/5	2300075	255201	6/30/2023	20.12
	586973/5	2300075	255201	6/30/2023	34.70
	586950/5	2300075	255201	6/30/2023	36.88
	586953/5	2300075	255201	6/30/2023	41.00
	586954/5	2300075	255201	6/30/2023	46.75
	586965/5	2300075	255201	6/30/2023	30.59
	586946/5	2300075	255201	6/30/2023	131.01
	586932/5	2300075	255201	6/30/2023	75.56
	586939/5	2300075	255201	6/30/2023	131.51
	586908/5	2300075	255201	6/30/2023	40.49
	586915/5	2300075	255201	6/30/2023	7.52
	586922/5	2300075	255201	6/30/2023	12.58
	586901/5	2305437	255201	6/30/2023	78.28
	586903/5	2305437	255201	6/30/2023	107.98
	586876/5	2300075	255201	6/30/2023	26.96
	586208-5	2305437	255201	6/30/2023	89.47
Ace Hardware Total					911.40
Aercor Wireless Inc.	18020	2400029	255311	7/12/2023	10,622.60
Aercor Wireless Inc. Total					10,622.60
Amazon Capital Services	1JPN-6JTX-NL93	2305428	255202	6/30/2023	2,442.33
	1L1F-WFFP-NKCG	2305430	255202	6/30/2023	3,022.56
	1K4N-QXVJ-KYJC	2305431	255202	6/30/2023	2,578.53
	1YWH-VMJP-CNT9	2305378	255202	6/30/2023	312.53
	1JQW-1X7T-14CM	2305386	255202	6/30/2023	80.10
	1QNQ-G1TY-4XMP	2305376	255202	6/30/2023	278.63
	1C6V-H9Q9-CJTG	2305312	255202	6/30/2023	574.31
	1RCC-QDP3-D64J	2305359	255202	6/30/2023	146.40
	1MPD-R14T-9WQ5	2305346	255202	6/30/2023	237.39
	1GJ3-C9MT-964C	(blank)	255202	6/30/2023	(77.30)
	1HHX-64JL-DJTG	2305314	255202	6/30/2023	79.46
	1QRJ-36H9-1CMM	2305240	255202	6/30/2023	1,392.39
	16WV-MGLH-D63F	2305235	255202	6/30/2023	984.65
	16X6-3VQ9-CFDW	2305256	255202	6/30/2023	709.62
	1KV4-6D1M-3L6Q	2305237	255202	6/30/2023	77.30
	16JX-4DV7-WDWV	2400118	255312	7/12/2023	14.65
	1FM4-YX3R-NN1R	2400119	255312	7/12/2023	37.50
	19JT-44NH-N77F	2400103	255312	7/12/2023	18,087.02
	1X1H-YK7V-TLJY	2305429	255312	7/12/2023	2,440.57
Amazon Capital Services Total					33,418.64
American Red Cross	22594568	(blank)	47478	7/11/2023	546.00
American Red Cross Total					546.00
Anderson's Outdoor Sports Turf	5847	(blank)	47080	7/12/2023	720.00
Anderson's Outdoor Sports Turf Total					720.00
ArbiterSports, LLC	INV51962	2400083	255313	7/12/2023	6,760.50
ArbiterSports, LLC Total					6,760.50
Aubin, Chad Stephen	Track supplies	(blank)	47081	7/12/2023	725.84
Aubin, Chad Stephen Total					725.84
Avanti's Italian Restaurant - Normal	NW basketball	(blank)	47082	7/12/2023	639.50
Avanti's Italian Restaurant - Normal Total					639.50

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B & B Awards & Recognition	V449459	(blank)	24728	6/27/2023	42.87
B & B Awards & Recognition Total					42.87
Bane, Parker J	State Convention	(blank)	47066	6/29/2023	270.46
Bane, Parker J Total					270.46
Bateman, Jessica	REMB202307	(blank)	255293	7/12/2023	18.50
Bateman, Jessica Total					18.50
Bennett Electronics	35192	2400030	255314	7/12/2023	189.00
Bennett Electronics Total					189.00
Bill's Key & Lock Shop	173527	2305423	255203	6/30/2023	566.52
	173523	2305423	255203	6/30/2023	20.52
	173608	2305423	255203	6/30/2023	22.36
Bill's Key & Lock Shop Total					609.40
Blanks, Aaron	Summer camp	(blank)	47067	6/29/2023	500.00
Blanks, Aaron Total					500.00
Blue Cross Blue Shield Of Illinois	3.83163E+11	(blank)	0	6/27/2023	373,548.78
	3.83165E+11	(blank)	0	7/14/2023	296,826.79
	3.83161E+11	(blank)	0	7/5/2023	414,574.02
	7.60671E+11	(blank)	0	7/5/2023	94,230.33
Blue Cross Blue Shield Of Illinois Total					1,179,179.92
Book Systems	134280	2400049	255315	7/12/2023	21,712.00
Book Systems Total					21,712.00
Bozarth, Megan E	REMB060523	2305394	255204	6/30/2023	35.00
Bozarth, Megan E Total					35.00
Bradford Supply Company	2527013	2305422	255205	6/30/2023	51.69
Bradford Supply Company Total					51.69
Brock Spack Football Camps, Inc	3	(blank)	47471	6/26/2023	4,500.00
Brock Spack Football Camps, Inc Total					4,500.00
Bronke, Joshua Michael	Summer camp 6-23	(blank)	47068	6/29/2023	1,125.00
Bronke, Joshua Michael Total					1,125.00
Brown's Wrecker Service Inc	362	2305464	255206	6/30/2023	265.00
Brown's Wrecker Service Inc Total					265.00
BSN Sports	306950125	2304627	255207	6/30/2023	4,306.35
	9591686	2400039	255316	7/12/2023	4,526.32
	10148943	2400033	255316	7/12/2023	2,417.07
	10149182	2400034	255316	7/12/2023	2,803.42
	10148825	2400035	255316	7/12/2023	1,121.91
BSN Sports Total					15,175.07
Burke, A'Keisha L	2	2305473	255208	6/30/2023	2,000.00
Burke, A'Keisha L Total					2,000.00
Bushue Background Screening	mclean5-20230430	2305415	255209	6/30/2023	486.00
	Mclean5vols-20230430	2305415	255209	6/30/2023	1,680.00
Bushue Background Screening Total					2,166.00

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Bushue Human Resources, Inc.	**10987**	2400142	**255317**	7/12/2023	12,000.00
Bushue Human Resources, Inc. Total					**12,000.00**
Camelot Therapeutic Schools, LLC	**INV165927**	2305452	**255210**	6/30/2023	460.06
Camelot Therapeutic Schools, LLC Total					**460.06**
Camfil USA, Inc.	**30379661**	2305414	**255211**	6/30/2023	203.10
Camfil USA, Inc. Total					**203.10**
Cantu III, Genaro	**IRS202305**	2305183	**255212**	6/30/2023	120.00
Cantu III, Genaro Total					**120.00**
Carl's Pro Band Instrument Repair	**PJS052223**	2400023	**255318**	7/12/2023	1,751.00
Carl's Pro Band Instrument Repair Total					**1,751.00**
CCMSI	**0135977-IN**	(blank)	**0**	7/6/2023	55,481.48
CCMSI Total					**55,481.48**
Cdw Computer Centers, Inc	**V215230**	2400100	**255319**	7/12/2023	1,546.80
Cdw Computer Centers, Inc Total					**1,546.80**
Central Junior High School	**Parkside082623**	2400026	**255320**	7/12/2023	150.00
Central Junior High School Total					**150.00**
Chapman, Carrie J	**MILES202304**	(blank)	**255294**	7/12/2023	47.62
	MILES202305	(blank)	**255294**	7/12/2023	36.81
	MILES202303	(blank)	**255294**	7/12/2023	35.24
	MILES202302	(blank)	**255294**	7/12/2023	39.56
	MILES202306	(blank)	**255294**	7/12/2023	16.18
Chapman, Carrie J Total					**175.41**
Childers Door Service, Inc	**302000**	2305446	**255213**	6/30/2023	2,787.37
	301995	2305446	**255213**	6/30/2023	2,171.67
	301897	2305446	**255213**	6/30/2023	157.50
Childers Door Service, Inc Total					**5,116.54**
Childers, Leonard James	**MILES202306**	(blank)	**255295**	7/12/2023	381.32
Childers, Leonard James Total					**381.32**
City of Bloomington	**10424**	2305432	**255214**	6/30/2023	7,166.00
City of Bloomington Total					**7,166.00**
City of Bloomington - Utilities	**857675**	2304150	**255278**	6/30/2023	384.33
	860044	2304150	**255278**	6/30/2023	900.96
	860651	2304150	**255278**	6/30/2023	980.06
	860957	2304150	**255278**	6/30/2023	1,034.19
	875230	2400011	**255361**	7/12/2023	835.23
City of Bloomington - Utilities Total					**4,134.77**
CliftonLarsonAllen LLP	**3795150**	2305107	**255321**	7/12/2023	3,000.00
CliftonLarsonAllen LLP Total					**3,000.00**
Coca-Cola Properties, LLC	**957679**	(blank)	**47470**	6/22/2023	940.89
Coca-Cola Properties, LLC Total					**940.89**
Codron, Angela R	**REMB062423**	2305494	**255215**	6/30/2023	35.00
Codron, Angela R Total					**35.00**
Commerce Bank - Commercial Cards	**KEAR-7294-20230615**	2400051	**0**	7/5/2023	238.72

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Commerce Bank - Commercial Cards	MART-4494-20230615	2400048	0	7/5/2023	855.92
	JENS-3352-20230615	2400060	0	7/5/2023	1,073.67
	ZBRO-8046-20230615	2400050	0	7/5/2023	12,456.81
	SUDD-7414-20230615	2400064	0	7/5/2023	92.00
	VERD-9896-20230615	2400066	0	7/5/2023	96.03
	JOHN-5504-20230615	2400067	0	7/5/2023	2,335.68
	ADEL-7777-20230615	2400079	0	7/5/2023	3,109.56
	REWE-0094-20230615	2400106	0	7/5/2023	2,789.85
	STAN-4051-20230615.2	2400056	0	7/5/2023	14,132.21
	WILK-3880-20230615	2400157	0	7/5/2023	50.52
	BALD-7884-20230615	2400158	0	7/5/2023	647.43
	KEND-6613-20230615	2400053	0	7/5/2023	453.79
	KAUT-5504-20230615	2400055	0	7/5/2023	181.87
	SHEL-8505-20230615	2400071	0	7/5/2023	7,480.96
	RICH-0715-20230615	2400085	0	7/5/2023	336.84
	BROW-1948-20230615	2400108	0	7/5/2023	1,387.97
	BACK-9856-20230615	2400068	0	7/5/2023	263.98
	STAN-4051-20230615.1	2400057	0	7/5/2023	740.86
	LAMB-7537-20230615	2400062	0	7/5/2023	466.07
	LAMB-1341-20230615.	2400072	0	7/5/2023	51.95
	STAN-4051-20230615	2400063	0	7/5/2023	1,169.65
	CHAP-8793-20230615	2400065	0	7/5/2023	5,966.96
	LAMB-1341-20230615	2400078	0	7/5/2023	13,391.48
	WEBB-7756-20230615	2400061	0	7/5/2023	73.20
	Foga-2254-20230615	(blank)	0	7/5/2023	(549.99)
	HEIM-1186-20230615	(blank)	0	7/5/2023	(1,729.88)
	ELLI-7313-20230615	(blank)	0	7/5/2023	(3.13)
Commerce Bank - Commercial Cards Total					67,560.98
Confidential On-Site Paper Shreddin	140071	2400140	255322	7/12/2023	430.73
Confidential On-Site Paper Shreddin Total					430.73
Conley, Rebecca Renae	MILES202304	(blank)	255284	6/30/2023	53.58
	MILES202305	(blank)	255284	6/30/2023	65.89
	MILES202303	(blank)	255284	6/30/2023	60.13
	MILES202302	(blank)	255284	6/30/2023	69.04
	Paint for bathroom	(blank)	47479	7/11/2023	118.00
Conley, Rebecca Renae Total					366.64
Connor Co	S010495394.002	2305408	255216	6/30/2023	330.77
	S010495394.001	2305408	255216	6/30/2023	132.06
	S010492427-001	2305424	255216	6/30/2023	31.50
Connor Co Total					494.33
Conrad Sheet Metal Co	63703	2305465	255217	6/30/2023	217.50
Conrad Sheet Metal Co Total					217.50
Conrad, Karen	Meal reimbursement	(blank)	47083	7/12/2023	506.50
Conrad, Karen Total					506.50
Conway, Jamie Marie	MILES202304	(blank)	255285	6/30/2023	102.84
Conway, Jamie Marie Total					102.84
Costigan & Wollrab, P.C.	V522759	2400192	255367	7/14/2023	9,900.00
Costigan & Wollrab, P.C. Total					9,900.00
Crescent Electric Supply Co	S511461797.001	2305425	255218	6/30/2023	1,777.82
Crescent Electric Supply Co Total					1,777.82

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Crowder, Sarah A	**REMB061423**	2305418	**255219**	6/30/2023	64.33
Crowder, Sarah A Total					**64.33**
Culligan Water Conditioning	**V44323**	(blank)	**6530**	6/23/2023	251.54
Culligan Water Conditioning Total					**251.54**
Cupples, Shea	**Summer camp**	(blank)	**47069**	6/29/2023	355.00
Cupples, Shea Total					**355.00**
Daimai, Lorraine Ijuiboucha	**REMB202307**	(blank)	**255296**	7/12/2023	36.95
Daimai, Lorraine Ijuiboucha Total					**36.95**
Davis, Wendy Leigh	**REMB061623**	2305419	**255220**	6/30/2023	33.92
Davis, Wendy Leigh Total					**33.92**
Diaz, Marianela	**MILES202305**	(blank)	**255297**	7/12/2023	69.69
	REMB062923	2400096	**255323**	7/12/2023	49.34
Diaz, Marianela Total					**119.03**
Downers Grove South High School	**7 v 7/line challenge**	(blank)	**47095**	7/13/2023	150.00
Downers Grove South High School Total					**150.00**
Droplet Solutions, Inc.	**1337401**	2305472	**255221**	6/30/2023	7,000.00
Droplet Solutions, Inc. Total					**7,000.00**
Dunson-Riggs, D'mitri	**Basketball camp**	(blank)	**47084**	7/12/2023	1,000.00
Dunson-Riggs, D'mitri Total					**1,000.00**
Elmore, Brandy E	**REMB202210**	(blank)	**255298**	7/12/2023	280.00
Elmore, Brandy E Total					**280.00**
Emerick, Drew Mathew	**Supplies for camp**	(blank)	**47085**	7/12/2023	68.94
Emerick, Drew Mathew Total					**68.94**
Emerson-Fox, Rosann Mary	**V13047494**	2400115	**255324**	7/12/2023	3,525.00
Emerson-Fox, Rosann Mary Total					**3,525.00**
Essential Elements Music Class	**2023-0504231-1**	2305416	**255222**	6/30/2023	2,990.00
Essential Elements Music Class Total					**2,990.00**
Eureka College	**Girls Basketball**	(blank)	**47086**	7/12/2023	180.00
Eureka College Total					**180.00**
Ewalt, Melinda	**Gift/Spikeballs**	(blank)	**47480**	7/11/2023	38.59
Ewalt, Melinda Total					**38.59**
Farner, Colette	**REMB202307**	(blank)	**255299**	7/12/2023	3.50
Farner, Colette Total					**3.50**
Farnsworth, Theresa	**REMB202307**	(blank)	**255300**	7/12/2023	3.88
Farnsworth, Theresa Total					**3.88**
Fastsigns	**41074**	(blank)	**14999**	6/28/2023	134.54
	41118	(blank)	**47467**	6/22/2023	260.00
	INV-40349	2305433	**255223**	6/30/2023	960.06
	41336	(blank)	**47087**	7/12/2023	166.56
Fastsigns Total					**1,521.16**
Feeney, David	**Summer trip**	(blank)	**47481**	7/11/2023	539.65

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Feeney, David Total					**539.65**
Finalsite	**INV052214**	2400105	**255325**	7/12/2023	33,785.00
Finalsite Total					**33,785.00**
First Student	**11901161**	2305480	**255224**	6/30/2023	1,184,436.62
First Student Total					**1,184,436.62**
Fisher, Rocio	**REMB062123**	2305417	**255225**	6/30/2023	71.25
Fisher, Rocio Total					**71.25**
Foster, Nathan C	**Last day donuts**	(blank)	**47482**	7/11/2023	48.35
Foster, Nathan C Total					**48.35**
Frontier	**V525936**	2304533	**255279**	6/30/2023	39.07
	V757382	2304533	**255279**	6/30/2023	135.74
	V937349	2304533	**255279**	6/30/2023	4,077.13
	V818338	2304533	**255279**	6/30/2023	(95.48)
	V847311	2400007	**255362**	7/12/2023	424.61
Frontier Total					**4,581.07**
Further	**40657248**	(blank)	**0**	6/28/2023	21,034.61
	V65551284	(blank)	**0**	7/3/2023	4,212.37
Further Total					**25,246.98**
Gipson, Vernessa T.	**1913**	2305420	**255226**	6/30/2023	6,900.00
Gipson, Vernessa T. Total					**6,900.00**
Goldstar Learning, Inc.	**V948101**	2305466	**255227**	6/30/2023	1,346.00
Goldstar Learning, Inc. Total					**1,346.00**
Gordon Food Service, Inc	**228277156**	2305484	**255228**	6/30/2023	1,601.41
	22877155	2305484	**255228**	6/30/2023	23.06
	228132858	2305484	**255228**	6/30/2023	6,161.42
Gordon Food Service, Inc Total					**7,785.89**
Gotschall, Heather L	**Various supplies**	(blank)	**47483**	7/11/2023	998.29
Gotschall, Heather L Total					**998.29**
Grainger Parts Operations Ww Graing	**9723895091**	2305410	**255229**	6/30/2023	291.36
Grainger Parts Operations Ww Graing Total					**291.36**
Grizzly Industrial, Inc.	**11351293-01**	2400076	**255326**	7/12/2023	8,994.50
Grizzly Industrial, Inc. Total					**8,994.50**
Habegger, Cali	**3543**	2400143	**255327**	7/12/2023	743.44
Habegger, Cali Total					**743.44**
Hafermann, Eduard	**MILES202304**	(blank)	**255286**	6/30/2023	23.78
	MILES202305	(blank)	**255286**	6/30/2023	45.33
	MILES202303	(blank)	**255286**	6/30/2023	38.97
	MILES202302	(blank)	**255286**	6/30/2023	6.88
	MILES202301	(blank)	**255286**	6/30/2023	52.73
	Basketball keys	(blank)	**47088**	7/12/2023	16.56
	Team lunch	(blank)	**47088**	7/12/2023	116.52
Hafermann, Eduard Total					**300.77**
Harris, Elizabeth Rae	**State Convention 23**	(blank)	**47484**	7/11/2023	2,088.14
Harris, Elizabeth Rae Total					**2,088.14**

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Hawkins, Inc.	6489783	2305454	255230	6/30/2023	2,615.51
	6489818	2305454	255230	6/30/2023	2,066.57
Hawkins, Inc. Total					4,682.08
Heartspring	16369	2400155	255328	7/12/2023	25,773.76
Heartspring Total					25,773.76
Heller Ford	V655686	2305482	255199	6/27/2023	30,879.26
Heller Ford Total					30,879.26
Hicks, Sierra Mackenzie	REMB061423	2305400	255231	6/30/2023	169.07
Hicks, Sierra Mackenzie Total					169.07
Hodges Loizzi Eisenhammer Rodick &	59041	2400156	255329	7/12/2023	15,566.30
Hodges Loizzi Eisenhammer Rodick & Total					15,566.30
Honzel, Kelly Jean	REMB202303	(blank)	255301	7/12/2023	404.52
Honzel, Kelly Jean Total					404.52
Hudson Municipal Water	V869499	2400008	255363	7/12/2023	81.28
Hudson Municipal Water Total					81.28
I.A.D.A	Membership 23-24	(blank)	47468	6/22/2023	130.00
I.A.D.A Total					130.00
Icca	Normal West HS7-23	(blank)	47089	7/12/2023	75.00
Icca Total					75.00
Illini Supply Inc	114317	2305478	255232	6/30/2023	4,176.70
Illini Supply Inc Total					4,176.70
Illinois Art Station	1011	2305477	255233	6/30/2023	180.00
Illinois Art Station Total					180.00
Illinois Association Of School Boar	377227	2305435	255234	6/30/2023	6,500.00
	378623	2305434	255234	6/30/2023	15,013.00
Illinois Association Of School Boar Total					21,513.00
Illinois OIL Marketing Equipment, I	40396	2305457	255235	6/30/2023	461.00
Illinois OIL Marketing Equipment, I Total					461.00
Iron Mountain	HPRD656	2400112	255330	7/12/2023	3,140.97
Iron Mountain Total					3,140.97
J Spencer Construction LLC	1949	2400117	255331	7/12/2023	780.00
J Spencer Construction LLC Total					780.00
J W Pepper & Sons Incorp	364798773	(blank)	15000	6/28/2023	64.74
J W Pepper & Sons Incorp Total					64.74
JES & Sons 2-Way, LLC	91673	2302605	255198	6/22/2023	161,770.00
JES & Sons 2-Way, LLC Total					161,770.00
Johnson Controls Fire Protection Lp	89872180	2305411	255236	6/30/2023	1,729.11
	23566444	2305421	255236	6/30/2023	4,534.85
	41638348	2305463	255236	6/30/2023	114,004.56
Johnson Controls Fire Protection Lp Total					120,268.52

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Johnson, David	**MILES202306**	(blank)	**255287**	6/30/2023	86.26
Johnson, David Total					**86.26**
Johnson, Karen Boehle	**REMB202307**	(blank)	**255302**	7/12/2023	24.35
Johnson, Karen Boehle Total					**24.35**
Johnstone Supply	**616-S100371172.001**	2305426	**255237**	6/30/2023	1,602.73
	616-S100371181.001	2305426	**255237**	6/30/2023	32.96
Johnstone Supply Total					**1,635.69**
JOSTEN'S	**31547996**	(blank)	**47070**	6/29/2023	46.35
	31674581	(blank)	**47485**	7/11/2023	19.25
JOSTEN'S Total					**65.60**
Jostens Inc.	**1331305**	(blank)	**15001**	6/28/2023	3,758.60
Jostens Inc. Total					**3,758.60**
Kafer, Tori	**NCWHS cheer**	(blank)	**47090**	7/12/2023	61.00
Kafer, Tori Total					**61.00**
Kelley Lett, Dawn Marie	**MILES202304**	(blank)	**255288**	6/30/2023	103.95
	MILES202305	(blank)	**255288**	6/30/2023	103.29
	MILES202303	(blank)	**255288**	6/30/2023	102.84
	MILES202302	(blank)	**255288**	6/30/2023	97.99
	MILES202301	(blank)	**255288**	6/30/2023	109.52
	MILES202212	(blank)	**255288**	6/30/2023	65.56
	MILES202208	(blank)	**255288**	6/30/2023	65.56
	MILES202209	(blank)	**255288**	6/30/2023	115.25
	MILES202210	(blank)	**255288**	6/30/2023	115.69
	MILES202211	(blank)	**255288**	6/30/2023	98.13
Kelley Lett, Dawn Marie Total					**977.78**
Kelly, Jennifer	**GC/Food**	(blank)	**47472**	6/26/2023	76.88
	End of year	(blank)	**47486**	7/11/2023	247.72
Kelly, Jennifer Total					**324.60**
Ken's OIL Service, Inc.	**96184**	2305445	**255238**	6/30/2023	4,290.38
	96176	2305458	**255238**	6/30/2023	3,589.32
Ken's OIL Service, Inc. Total					**7,879.70**
Knollenberg, Holly N	**REMB202306**	(blank)	**255303**	7/12/2023	66.02
Knollenberg, Holly N Total					**66.02**
Koenig Body & Equipment	**JQ41356**	2400113	**255332**	7/12/2023	8,415.00
	JQ41355	2400113	**255332**	7/12/2023	7,551.00
Koenig Body & Equipment Total					**15,966.00**
Lakeshore Learning Materials	**8.18035E+11**	2305456	**255333**	7/12/2023	407.55
	8.10357E+11	2305443	**255333**	7/12/2023	1,025.05
Lakeshore Learning Materials Total					**1,432.60**
LARGE UNIT DIST ASSOC (LUDA)	**1556**	2400058	**255334**	7/12/2023	4,200.00
LARGE UNIT DIST ASSOC (LUDA) Total					**4,200.00**
Learnwell	**INV143273**	2305450	**255239**	6/30/2023	280.55
	INV132696	2305449	**255239**	6/30/2023	486.29
Learnwell Total					**766.84**
Levin, Robin	**REMB202307**	(blank)	**255304**	7/12/2023	7.50

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Levin, Robin Total					**7.50**
Liminex, Inc.	**V22250843**	2400104	**255335**	7/12/2023	50,375.00
Liminex, Inc. Total					**50,375.00**
Lincoln Prairie Behavioral Health C	**2021-18702**	2305496	**255240**	6/30/2023	250.00
Lincoln Prairie Behavioral Health C Total					**250.00**
Mc Master-Carr Supply Co	**99175007**	2305407	**255241**	6/30/2023	665.27
Mc Master-Carr Supply Co Total					**665.27**
McLean Co Unit Dist No 5	**100800 reimb 62623**	(blank)	**0**	6/28/2023	6,069.69
	V197551	(blank)	**0**	6/26/2023	892.82
	V883419	(blank)	**0**	6/26/2023	2,767.26
	V996834	(blank)	**0**	6/28/2023	602.09
	Visa 100800 6/2023	(blank)	**0**	6/26/2023	3,573.74
	V36454	(blank)	**0**	6/28/2023	187.97
McLean Co Unit Dist No 5 Total					**14,093.57**
Mclean County Asphalt Co, Inc	**72436**	2305462	**255242**	6/30/2023	27,070.00
	72674	2400122	**255336**	7/12/2023	16,868.00
Mclean County Asphalt Co, Inc Total					**43,938.00**
Meiss, Tanner J	**REMB061923**	2305474	**255243**	6/30/2023	600.00
Meiss, Tanner J Total					**600.00**
Menards Lumber	**9412**	(blank)	**47071**	6/29/2023	14.99
Menards Lumber Total					**14.99**
Meredith, Corey Grace	**REMB20230616**	(blank)	**255289**	6/30/2023	300.00
Meredith, Corey Grace Total					**300.00**
Meyer, Damon	**MILES202306**	(blank)	**255305**	7/12/2023	76.18
Meyer, Damon Total					**76.18**
Midamerican Energy	**11823824**	2304151	**255280**	6/30/2023	55,736.33
Midamerican Energy Total					**55,736.33**
Middleton Associates Inc	**1**	2400123	**255337**	7/12/2023	18,438.50
Middleton Associates Inc Total					**18,438.50**
Mid-Illinois Mechanical, Inc	**9977**	2305405	**255244**	6/30/2023	745.31
Mid-Illinois Mechanical, Inc Total					**745.31**
Midwest Construction Rentals	**187748-1**	2305427	**255245**	6/30/2023	513.50
Midwest Construction Rentals Total					**513.50**
Midwest Equipment Ii	**677003**	2305492	**255246**	6/30/2023	16,892.60
	675984	2305441	**255246**	6/30/2023	159.50
	674462	2305402	**255246**	6/30/2023	42.40
	674465	2305402	**255246**	6/30/2023	169.13
	674470	2305402	**255246**	6/30/2023	165.98
	673817	2305402	**255246**	6/30/2023	260.51
	666314	2305402	**255246**	6/30/2023	28.76
	661002	2305402	**255246**	6/30/2023	1,599.00
Midwest Equipment Ii Total					**19,317.88**
Midwest Transit Equipment	**V10103883**	2400082	**255292**	7/5/2023	46,224.00
Midwest Transit Equipment Total					**46,224.00**

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Mier, Angela M	MILES202306	(blank)	255306	7/12/2023	24.37
Mier, Angela M Total					24.37
Miller, Carla Jean	REMB202307	(blank)	255307	7/12/2023	93.14
Miller, Carla Jean Total					93.14
Moore, Tina	Fundraiser - 22-23	(blank)	47091	7/12/2023	449.00
Moore, Tina Total					449.00
Morton, Bryce Alan	CLOTHING2023	2305495	255247	6/30/2023	84.83
	REMB061423	2305399	255247	6/30/2023	184.74
Morton, Bryce Alan Total					269.57
Music Sales Digital Services, LLC	Q00026093	2400070	255338	7/12/2023	2,200.00
	Q00026094	2400070	255338	7/12/2023	1,100.00
Music Sales Digital Services, LLC Total					3,300.00
Mutual Wheel Co	8769102	2305439	255248	6/30/2023	233.01
Mutual Wheel Co Total					233.01
National Business Furniture LLC	ZK212860-TDQ	2305329	255249	6/30/2023	804.30
National Business Furniture LLC Total					804.30
National Ffa Organization	CAS722	2400091	255339	7/12/2023	1,200.00
	CAS339	2400095	255339	7/12/2023	2,500.00
	CAS180	2400091	255339	7/12/2023	3,200.00
National Ffa Organization Total					6,900.00
Nicor Gas	V902473	2304149	255281	6/30/2023	254.31
	V121729	2304149	255281	6/30/2023	256.14
	V793464	2304149	255281	6/30/2023	262.77
	V930746	2304149	255281	6/30/2023	58.48
	V349071	2304149	255281	6/30/2023	341.74
	V101288	2304149	255281	6/30/2023	129.08
	V170276	2400005	255364	7/12/2023	55.36
	V383281	2400005	255364	7/12/2023	56.50
	V547083	2400005	255364	7/12/2023	183.00
	V620087	2400005	255364	7/12/2023	92.99
	V853538	2400005	255364	7/12/2023	54.22
	V652841	2400005	255364	7/12/2023	133.82
	V121958	2400005	255364	7/12/2023	62.62
Nicor Gas Total					1,941.03
Normalite Newspaper	V824603	2305485	255250	6/30/2023	50.00
Normalite Newspaper Total					50.00
Oliver, Jamie Von	Summer Bball trip	(blank)	47487	7/11/2023	786.72
Oliver, Jamie Von Total					786.72
Owens, Richard	Boys Bball	(blank)	47072	6/29/2023	75.00
Owens, Richard Total					75.00
Peachjar, Inc.	70476	2400107	255340	7/12/2023	6,197.50
Peachjar, Inc. Total					6,197.50
Pearson	q206655	2305470	255251	6/30/2023	5,250.00
	22000457	2305335	255251	6/30/2023	371.42
Pearson Total					5,621.42

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Pendleton, Tara D	SK23	(blank)	47473	6/26/2023	212.65
Pendleton, Tara D Total					212.65
Pheasant Lanes	Dep 2023	(blank)	47488	7/11/2023	100.00
Pheasant Lanes Total					100.00
Piercy Auto Body	18248	2305444	255252	6/30/2023	4,986.50
Piercy Auto Body Total					4,986.50
Pioneer Valley Books	Q203957	2305459	255253	6/30/2023	3,517.50
Pioneer Valley Books Total					3,517.50
Pontiac TWP HSD #90	20232	2400099	255341	7/12/2023	450.00
	20231	2400099	255341	7/12/2023	450.00
Pontiac TWP HSD #90 Total					900.00
Prairie Land Golf Cars	03-37333	(blank)	47073	6/29/2023	133.75
Prairie Land Golf Cars Total					133.75
Presidio	6.01352E+12	2400022	255342	7/12/2023	35,339.00
Presidio Total					35,339.00
Project Oz	524	2400102	255343	7/12/2023	150,000.00
Project Oz Total					150,000.00
Puritan Springs	Normal West 6-28-23	(blank)	47074	6/29/2023	24.00
Puritan Springs Total					24.00
Quill Corporation	Normal West 6-28-23	(blank)	47075	6/29/2023	203.45
Quill Corporation Total					203.45
Ratcliffe, Jeffery Allen	REMB061723	2305453	255254	6/30/2023	22.98
Ratcliffe, Jeffery Allen Total					22.98
Ravensberg Incorporated	334855	2400092	255344	7/12/2023	10,028.48
Ravensberg Incorporated Total					10,028.48
Read's Sporting Goods	3521	(blank)	47076	6/29/2023	782.00
	4060 & 5137	(blank)	47474	6/26/2023	114.40
	B3554	(blank)	47474	6/26/2023	305.85
	B3557	(blank)	47474	6/26/2023	49.00
	4 softball invoices	(blank)	47469	6/22/2023	175.85
Read's Sporting Goods Total					1,427.10
Realityworks, Inc	V179540	2400141	255345	7/12/2023	9,948.22
Realityworks, Inc Total					9,948.22
Redneck Trailer Supplies, Inc	INV-100066047	2305403	255255	6/30/2023	49.61
Redneck Trailer Supplies, Inc Total					49.61
Regional Office Of Education #17	1002300571	2305377	255256	6/30/2023	3,000.00
	1002400020	2400116	255346	7/12/2023	16,742.01
Regional Office Of Education #17 Total					19,742.01
Republic Services - #368	0368-001069056	2300022	255257	6/30/2023	6,584.35
Republic Services - #368 Total					6,584.35
Richards Building Supply Co	053-006649063-002	2305401	255258	6/30/2023	178.30

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Richards Building Supply Co Total					**178.30**
Riddell All American	**Q20205368**	2305461	**255259**	6/30/2023	8,814.95
	951761758	2400036	**255347**	7/12/2023	12,555.62
	Q20147243	2400037	**255347**	7/12/2023	6,279.20
Riddell All American Total					**27,649.77**
Robinson, Jadon	**Wrestling Camp**	(blank)	**47475**	6/26/2023	400.00
Robinson, Jadon Total					**400.00**
RoboNation, Inc.	**4960-RN**	2400088	**255348**	7/12/2023	1,591.00
RoboNation, Inc. Total					**1,591.00**
Rogers Athletic Company	**300897**	2400038	**255349**	7/12/2023	4,229.00
Rogers Athletic Company Total					**4,229.00**
Rogers Supply Company Inc	**BL041982**	2305436	**255260**	6/30/2023	220.31
	BL041918	2305436	**255260**	6/30/2023	128.25
	BL041790	2305406	**255260**	6/30/2023	201.58
Rogers Supply Company Inc Total					**550.14**
Roman, Braylon M	**Camp Coach 2023**	(blank)	**47489**	7/11/2023	432.00
Roman, Braylon M Total					**432.00**
Ron Smith Printing Company	**17558**	(blank)	**47490**	7/11/2023	98.00
Ron Smith Printing Company Total					**98.00**
Ruyle Corporation	**27821**	2305404	**255261**	6/30/2023	666.00
Ruyle Corporation Total					**666.00**
Ruyle, Hilary L	**REM2023**	2400144	**255350**	7/12/2023	29.35
Ruyle, Hilary L Total					**29.35**
RW Vandegraft	**4565**	2400114	**255351**	7/12/2023	9,972.00
RW Vandegraft Total					**9,972.00**
Sarver, Michael S	**Summer camp**	(blank)	**47077**	6/29/2023	500.00
	Hotel rooms 7-23	(blank)	**47092**	7/12/2023	2,389.81
Sarver, Michael S Total					**2,889.81**
School Specialty	**2.08132E+11**	2305487	**255352**	7/12/2023	1,480.00
	1035819394	2305489	**255352**	7/12/2023	2,962.29
	3.08104E+11	2305490	**255352**	7/12/2023	478.18
	2.08132E+11	2305486	**255352**	7/12/2023	1,480.00
School Specialty Total					**6,400.47**
Scornavacco, Robert A	**Scouting**	(blank)	**47476**	6/26/2023	77.01
Scornavacco, Robert A Total					**77.01**
Select Screen Prints	**62111**	(blank)	**15002**	6/28/2023	350.00
	61773	(blank)	**47093**	7/12/2023	137.50
	62089	(blank)	**47093**	7/12/2023	621.00
	62130	(blank)	**47093**	7/12/2023	1,109.50
	INV 07/7/23	(blank)	**47491**	7/11/2023	1,316.00
Select Screen Prints Total					**3,534.00**
Sennett, Timothy E	**REMBSTATET**	2305460	**255262**	6/30/2023	1,043.34
Sennett, Timothy E Total					**1,043.34**

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Sherwin Williams Company	**5742-6**	2302945	**255263**	6/30/2023	207.63
	5743-4	2302945	**255263**	6/30/2023	48.70
	8249-0	2302945	**255263**	6/30/2023	10.61
	5591-7	2302945	**255263**	6/30/2023	155.99
	5494-4	2302945	**255263**	6/30/2023	147.34
	5272-4	2302945	**255263**	6/30/2023	561.09
	5217-9	2302945	**255263**	6/30/2023	40.32
	5980-6	2302945	**255263**	6/30/2023	74.78
	7445-5	2302945	**255263**	6/30/2023	170.10
	2109-0	2302945	**255263**	6/30/2023	(435.17)
Sherwin Williams Company Total					**981.39**
Small Engine Warehouse, Inc	**111827**	2400080	**255353**	7/12/2023	2,376.00
Small Engine Warehouse, Inc Total					**2,376.00**
Spark Creativity	**DLMEMBERSHIP**	2400094	**255354**	7/12/2023	10,000.00
Spark Creativity Total					**10,000.00**
Spear Corporation	**322059**	2305438	**255264**	6/30/2023	1,456.10
	321973	2305442	**255264**	6/30/2023	5,219.98
	321285	2305438	**255264**	6/30/2023	2,206.60
Spear Corporation Total					**8,882.68**
Specialized Education Of Illinois	**INV165707**	2305468	**255265**	6/30/2023	3,341.36
Specialized Education Of Illinois Total					**3,341.36**
Starcrest Cleaners	**23174-8874**	2305471	**255266**	6/30/2023	2,884.11
	23174-9181	2305471	**255266**	6/30/2023	693.60
Starcrest Cleaners Total					**3,577.71**
Stolfa Landscaping	**120040**	2305447	**255267**	6/30/2023	5,885.00
Stolfa Landscaping Total					**5,885.00**
Stolfa, Molly M	**REMBWALMART**	2305448	**255268**	6/30/2023	220.25
Stolfa, Molly M Total					**220.25**
Suddarth, Jackson Leeanda	**MILES202305**	(blank)	**255290**	6/30/2023	79.58
Suddarth, Jackson Leeanda Total					**79.58**
Sweetwater Sound Inc.	**37048588**	2400031	**255355**	7/12/2023	447.00
Sweetwater Sound Inc. Total					**447.00**
Tee Jay Central Inc.	**82325**	2305412	**255269**	6/30/2023	5,925.00
Tee Jay Central Inc. Total					**5,925.00**
Tevoert Auto Repair	**19311**	2305455	**255270**	6/30/2023	70.00
Tevoert Auto Repair Total					**70.00**
Thomas, Bryan	**REMB061223**	2305475	**255271**	6/30/2023	84.40
Thomas, Bryan Total					**84.40**
Thomas, Katrisha	**MILES202303**	(blank)	**255291**	6/30/2023	12.90
	MILES202302	(blank)	**255291**	6/30/2023	19.58
	MILES202301	(blank)	**255291**	6/30/2023	26.27
	MILES202212	(blank)	**255291**	6/30/2023	2.63
	MILES2023024	(blank)	**255291**	6/30/2023	25.35
	MILES2023025	(blank)	**255291**	6/30/2023	19.58
	REMB06192023	(blank)	**255291**	6/30/2023	350.96
Thomas, Katrisha Total					**457.27**

Expenditure Summary Report

From Date: 6/22/2023
To Date: 7/18/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
T-MOBILE	**V49467**	2400001	**255365**	7/12/2023	6,711.37
	V735271	2400006	**255365**	7/12/2023	1,517.00
T-MOBILE Total					**8,228.37**
Touchtone Communications	**2713132**	2304950	**255282**	6/30/2023	512.85
	2790110	2400013	**255366**	7/12/2023	177.30
Touchtone Communications Total					**690.15**
Town of Normal - Utility Billing	**V164108**	2304696	**255283**	6/30/2023	240.55
	V242122	2304696	**255283**	6/30/2023	88.62
Town of Normal - Utility Billing Total					**329.17**
TRI-COUNTY SPECIAL EDUCATION	**V13711**	2305469	**255272**	6/30/2023	459.70
TRI-COUNTY SPECIAL EDUCATION Total					**459.70**
Twin City Awards	**3128**	(blank)	**47078**	6/29/2023	30.00
	3129	(blank)	**47094**	7/12/2023	394.00
Twin City Awards Total					**424.00**
Tyler Technologies, Inc	**025-416976**	(blank)	**255356**	7/12/2023	(3,466.05)
	025-424843	2400027	**255356**	7/12/2023	126,242.65
Tyler Technologies, Inc Total					**122,776.60**
Typing.com LLC	**4.97634E+18**	2305141	**255273**	6/30/2023	3,760.62
Typing.com LLC Total					**3,760.62**
Uline	**164598695**	2305440	**255274**	6/30/2023	909.17
Uline Total					**909.17**
Vale, Angela Gwyn	**REMB202306**	(blank)	**255308**	7/12/2023	117.97
Vale, Angela Gwyn Total					**117.97**
Varsity Spirit	**43101980**	(blank)	**15003**	6/28/2023	1,171.46
Varsity Spirit Total					**1,171.46**
Village of Carlock.	**4550**	2400012	**255357**	7/12/2023	28.76
Village of Carlock. Total					**28.76**
Vision Service Plan - (Il)	**818131348**	2305497	**255358**	7/12/2023	486.68
Vision Service Plan - (Il) Total					**486.68**
Vital Education and Supply Inc	**IN-23-238**	2305202	**255275**	6/30/2023	726.25
Vital Education and Supply Inc Total					**726.25**
Watts Copy Systems, Inc	**34149016**	2305395	**255276**	6/30/2023	6,510.60
	34149016..	2305395	**255276**	6/30/2023	5,001.20
	34082349	2305398	**255276**	6/30/2023	1,852.95
	33962170	2305396	**255276**	6/30/2023	11,780.95
	33878110	2305397	**255276**	6/30/2023	1,852.95
	34363697	2400098	**255359**	7/12/2023	7,607.96
	1235040	2400059	**255359**	7/12/2023	5,897.48
	34287587	2400073	**255359**	7/12/2023	1,852.95
	34244740	2400074	**255359**	7/12/2023	1,876.09
Watts Copy Systems, Inc Total					**44,233.13**
Weavers Rent-All Inc	**475887-2**	2305409	**255277**	6/30/2023	660.00
Weavers Rent-All Inc Total					**660.00**

Expenditure Summary Report

From Date: 6/22/2023
To Date: 7/18/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Welch Packaging Group Inc.	**2146403**	(blank)	**47477**	6/26/2023	1,463.13
Welch Packaging Group Inc. Total					**1,463.13**
Welders Supply Co	**96405**	2400097	**255360**	7/12/2023	4,299.00
Welders Supply Co Total					**4,299.00**
Wharton, Jodi	**REMB202306**	(blank)	**255309**	7/12/2023	69.30
Wharton, Jodi Total					**69.30**
Williams, Mariah	**REMB202307**	(blank)	**255310**	7/12/2023	98.35
Williams, Mariah Total					**98.35**
Witzig, David G	**Summer meals/Supply**	(blank)	**47492**	7/11/2023	151.75
Witzig, David G Total					**151.75**
Witzig, Lillian	**Camp Caoch 2023**	(blank)	**47493**	7/11/2023	144.00
Witzig, Lillian Total					**144.00**
Xperience Cheer, LLC.	**1200**	(blank)	**47079**	6/29/2023	2,700.00
Xperience Cheer, LLC. Total					**2,700.00**
Grand Total					**3,996,634.55**

Expenditure Summary Report

From Date: 6/22/2023
To Date: 7/18/2023

Fund	Amount
07	21,034.61
08	1,183,392.29
10	814,659.10
20	200,676.93
30	66,197.80
40	1,205,148.52
80	294,834.57
90	158,158.06
99	52,532.67
Grand Total	**3,996,634.55**

CUSD No. 5, McLean and Woodford Counties, Illinois

Expenditure Summary Report

From Date: 7/19/2023
To Date: 7/19/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Albrechtsen, Donette Britton	V27080	2400124	255369	7/19/2023	25.00
Albrechtsen, Donette Britton Total					25.00
Alliance Land Title, Inc.	30867	2400169	255370	7/19/2023	300.00
Alliance Land Title, Inc. Total					300.00
Amaya, Elysia	REMB05142023	2400159	255371	7/19/2023	25.00
Amaya, Elysia Total					25.00
Amazon Capital Services	1MKR-1JXK-TQVR	2400069	255372	7/19/2023	198.64
Amazon Capital Services Total					198.64
Amplified IT LLC	57011	2400164	255373	7/19/2023	101.16
Amplified IT LLC Total					101.16
Asset Control Solutions, Inc.	3043	2400195	255374	7/19/2023	10,710.00
Asset Control Solutions, Inc. Total					10,710.00
Babbs, Susan Danyelle	V54145	2400133	255375	7/19/2023	25.00
Babbs, Susan Danyelle Total					25.00
Bennett Electronics	35235	2400166	255376	7/19/2023	880.00
Bennett Electronics Total					880.00
Beto, Joanna	V53903777	2400172	255377	7/19/2023	1,980.45
Beto, Joanna Total					1,980.45
CCMSI	0149019-IN	2400170	255378	7/19/2023	12,220.00
CCMSI Total					12,220.00
Central Supply Co	194151	2400015	255379	7/19/2023	3,465.60
Central Supply Co Total					3,465.60
City of Bloomington - Utilities	882720	2400011	255422	7/19/2023	530.57
	882779	2400011	255422	7/19/2023	891.01
City of Bloomington - Utilities Total					1,421.58
Codron, Angela R	REMB06242023	2400163	255380	7/19/2023	35.00
Codron, Angela R Total					35.00
Comcast Business	STATEMENT06222023	2400165	255381	7/19/2023	442.30
Comcast Business Total					442.30
Corn Belt Energy Corporation	STMT07112023	2400003	255423	7/19/2023	86,762.90
Corn Belt Energy Corporation Total					86,762.90
Cunningham Children's Home	7332	2400162	255382	7/19/2023	7,014.20
Cunningham Children's Home Total					7,014.20
Debord, Jill Anne	V677824	2400149	255383	7/19/2023	25.00
Debord, Jill Anne Total					25.00
Decker, Jennifer Sue	V568079	2400148	255384	7/19/2023	25.00
Decker, Jennifer Sue Total					25.00
Evans, Anna G	V698375	2400127	255385	7/19/2023	10.87
Evans, Anna G Total					10.87
Expert Chemical & Supply Inc.	957437	2400016	255386	7/19/2023	38,550.00

Expenditure Summary Report

From Date: 7/19/2023
To Date: 7/19/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Expert Chemical & Supply Inc. Total					**38,550.00**
Father Flanagan's Boys Home	**P23-1095 A**	2400161	**255387**	7/19/2023	750.00
Father Flanagan's Boys Home Total					**750.00**
Freeze, Kirsten E	**V724445**	2400126	**255388**	7/19/2023	16.96
Freeze, Kirsten E Total					**16.96**
Fulkerson, Charity Lynn	**V837236**	2400153	**255389**	7/19/2023	25.00
Fulkerson, Charity Lynn Total					**25.00**
Game Time Graphix	**REISSUE041217**	2400187	**255390**	7/19/2023	110.00
Game Time Graphix Total					**110.00**
Garcia, Liliana Alexi	**V34945138**	2400171	**255391**	7/19/2023	525.00
Garcia, Liliana Alexi Total					**525.00**
Gibler, Ashleigh Kate	**V701630**	2400125	**255392**	7/19/2023	23.32
Gibler, Ashleigh Kate Total					**23.32**
Gorski, Gisele R	**REMB05222023**	2305358	**255393**	7/19/2023	50.00
Gorski, Gisele R Total					**50.00**
Grizzly Industrial, Inc.	**11354472-01**	2400089	**255394**	7/19/2023	644.50
Grizzly Industrial, Inc. Total					**644.50**
Hartke, Colleen K	**V238015**	2400132	**255395**	7/19/2023	25.00
Hartke, Colleen K Total					**25.00**
Hausler, Barbara K	**V500756**	2400131	**255396**	7/19/2023	25.00
Hausler, Barbara K Total					**25.00**
Hill, Shane Padraic	**MILES202305**	(blank)	**255368**	7/19/2023	337.52
	MILES202306	(blank)	**255368**	7/19/2023	300.45
Hill, Shane Padraic Total					**637.97**
Hinthorne, Diane Kay	**V479174**	2400147	**255397**	7/19/2023	25.00
Hinthorne, Diane Kay Total					**25.00**
J Spencer Construction LLC	**1932**	2400194	**255398**	7/19/2023	22,860.00
J Spencer Construction LLC Total					**22,860.00**
Kaeb Sanitary Supply Inc.	**dt218098**	2400017	**255399**	7/19/2023	79,143.60
Kaeb Sanitary Supply Inc. Total					**79,143.60**
Karr, Natalie Ann	**V742332**	2400150	**255400**	7/19/2023	25.00
Karr, Natalie Ann Total					**25.00**
Lakeshore Learning Materials	**8.4824E+11**	2400109	**255401**	7/19/2023	470.66
	8.22519E+11	2305481	**255401**	7/19/2023	2,302.69
Lakeshore Learning Materials Total					**2,773.35**
Lanning, Suzanne Lee	**V82212**	2400151	**255402**	7/19/2023	25.00
Lanning, Suzanne Lee Total					**25.00**
Lee, Cassandra Leigh	**V916480**	2400130	**255403**	7/19/2023	25.00
Lee, Cassandra Leigh Total					**25.00**
Mier, Angela M	**V240197**	2400128	**255404**	7/19/2023	20.00

Expenditure Summary Report

From Date: 7/19/2023
To Date: 7/19/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Mier, Angela M Total					**20.00**
Miller Janitor Supply Co.	**111704**	2400018	**255405**	7/19/2023	82,603.56
Miller Janitor Supply Co. Total					**82,603.56**
Nicor Gas	**V721455**	2400005	**255424**	7/19/2023	327.58
Nicor Gas Total					**327.58**
Normal , Town Of	**2023-630**	2400177	**255406**	7/19/2023	275.00
Normal , Town Of Total					**275.00**
O'Grady, Erin A	**V24271**	2400145	**255407**	7/19/2023	25.00
O'Grady, Erin A Total					**25.00**
Orthopedic & Sports Enhancement	**STMT06152023**	2400136	**255408**	7/19/2023	97.04
Orthopedic & Sports Enhancement Total					**97.04**
Phonak	**5120210908**	2400160	**255409**	7/19/2023	1,812.50
Phonak Total					**1,812.50**
Principal Life Insurance-Sbd Grand	**STMT07012023**	2400190	**255410**	7/19/2023	5,208.23
Principal Life Insurance-Sbd Grand Total					**5,208.23**
Pyramid School Products	**S1458489.001**	2400019	**255411**	7/19/2023	4,311.79
Pyramid School Products Total					**4,311.79**
School Specialty	**1035757012**	2305488	**255412**	7/19/2023	1,185.89
	1035912485	2400110	**255412**	7/19/2023	636.89
	2.08133E+11	2305489	**255412**	7/19/2023	153.60
School Specialty Total					**1,976.38**
Sewing Studio, LLC	**V504128**	2400120	**255413**	7/19/2023	3,239.00
Sewing Studio, LLC Total					**3,239.00**
Staver, Carla Sue	**V974182**	2400146	**255414**	7/19/2023	25.00
Staver, Carla Sue Total					**25.00**
The Omni Group	**2307-7601**	2400191	**255415**	7/19/2023	34.00
The Omni Group Total					**34.00**
Thompson, Keo E	**V865534**	2400134	**255416**	7/19/2023	25.00
Thompson, Keo E Total					**25.00**
Towanda Water Department	**STMT06282023**	2400009	**255425**	7/19/2023	40.41
Towanda Water Department Total					**40.41**
Town of Normal - Utility Billing	**V602897**	2400010	**255426**	7/19/2023	39,519.18
Town of Normal - Utility Billing Total					**39,519.18**
Tripp, Kristen A	**REMBPRIME**	2400186	**255417**	7/19/2023	139.00
Tripp, Kristen A Total					**139.00**
US Bancorp Gov Leasing & Finance, Inc.	**505202648**	2400167	**255418**	7/19/2023	365,634.16
US Bancorp Gov Leasing & Finance, Inc. Total					**365,634.16**
Vanguard Energy Services, LLC	**STMT063023**	2400004	**255427**	7/19/2023	10,033.04
Vanguard Energy Services, LLC Total					**10,033.04**
Walker, Mary M	**V708154**	2400152	**255419**	7/19/2023	25.00

Expenditure Summary Report

From Date: 7/19/2023
To Date: 7/19/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Walker, Mary M Total					**25.00**
Wilson-Pridgen, Isoke Abeo	**V295695**	2400129	**255420**	7/19/2023	25.00
Wilson-Pridgen, Isoke Abeo Total					**25.00**
Woodall, Jessica M	**V578734**	2400154	**255421**	7/19/2023	25.00
Woodall, Jessica M Total					**25.00**
Grand Total					**787,348.27**

Expenditure Summary Report

From Date: 7/19/2023
To Date: 7/19/2023

Fund	Amount
10	47,264.60
20	349,846.90
30	365,634.16
40	1,540.57
80	23,062.04
Grand Total	**787,348.27**

Open Attendance Areas

- Open attendance areas are designated because there is a large number of students within the boundaries and the school the area traditionally feeds into is nearing capacity.
- An Open Attendance Area is a designated area assigned to two or more schools. Upon enrollment in the district, students are placed in one of the designated schools based on space available.
- Unit 5 has utilized Open attendance areas to balance enrollment and as a cost-savings measure for more than two decades.
- Once placed in a school, a student will remain there until transitioning to the next level.
- If a student moves to a new address, they would attend the school designated for that area.
- Younger siblings will be allowed to continue in the same school as the older sibling, as long as there is no break in family attendance.
- Transportation will be provided as appropriate.

Current Open Attendance Areas:

OAA 1

- Area South of Raab Road, and West of Airport Road that includes Healing Stone Apartments and all of Healing Stone Court. (apartment complex currently West of Healing Stone Court)
- Traditional enrollment in Grove Elementary
- Enrollment through OAA in Grove, Sugar Creek and Towanda Elementary Schools

OAA 2

- Area West of Ekstam Drive Dr., South of Cornelius Drive and North of Gerig Drive, including Wingover Apartment complex and Wingover East.
- Traditional enrollment in Benjamin Elementary
- Enrollment through OAA in Benjamin, Glenn, and Colene Hoose Schools

<u>Open Attendance Areas (Elementary Level) added in December 2022:</u>

OAA 3

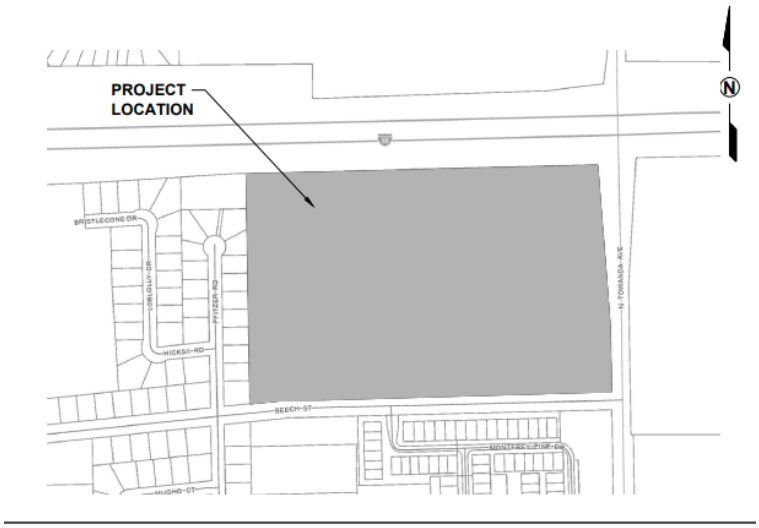
- Area off Shelbourne Drive, Linden, and Beech formerly owned by ISU and unoccupied
- Renovation of 100 apartments, addition of 24 duplexes, and 15 single-family homes
- Traditional enrollment in Fairview Elementary
- Current enrollment at Fairview 293 with no current space for additional sections
- Proposed enrollment through OAA in Fairview, Carlock, and Sugar Creek



OAA 4

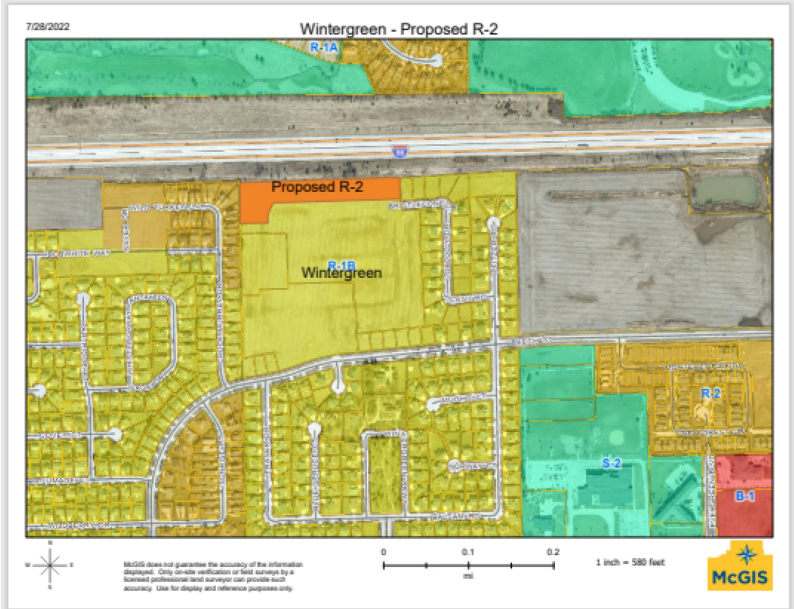
- Wintergreen Subdivision Addition (Weldon Reserve) and Carden Springs off Beech and Towanda
- 121 new lots with 95 single family homes and 20 duplexes-Wintergreen Addition
- 477 units-Carden Springs
- Traditional enrollment in Prairieland Elementary
- Current enrollment at Prairieland 456 with no current space for additional sections
- Proposed enrollment through OAA in Prairieland, Hudson,and Sugar Creek, Oakdale

Carden Springs



LOCATION MAP

Wintergreen Expansion (Weldon Reserve)



OAA 5

- Area off Hovey Ave and Parkside Road- Kruger Subdivision
- 400 single family and multi-family homes
- Traditional enrolment in Parkside Elementary
- Current enrollment at Parkside 287 with no current space for additional sections
- Proposed enrollment through OAA In Parkside Elementary, Carlock, Fox Creek, and Oakdale



Additional OAA area needed due to expansion-7/2023

OAA 6

- **Proposed Development of 136 units at the NE corner of Raab Rd. & Constitution. Trail**
- **Traditional enrolment in Fairview Elementary**
- **Proposed enrollment through OAA In Fairview Elementary, Carlock, and Sugar Creek**



McLean County
Unit District No.5
Educating each student to achieve personal excellence.

To: Board of Education
From: Dr. Kristen Weikle, Superintendent, Monica Wilks, Director of HR and Martin Hickman, CFO
Date: July 14, 2023
Re: Salary Recommendations

Unit 5 has historically paid lower salaries than other large unit districts and many of our neighboring districts. The recommendations below address several critical issues including the State required increase in minimum wage and the ability to attract and retain a high quality workforce by providing regionally competitive total compensation.

Technology
Recommend increasing the starting salary for each position $1,500 and a 5% increase for each eligible staff member. This increase brings the starting salary in technology to $37,750.

The average increase is 7.54%, with a budget impact of approximately $60,500.

EOP Exempt, OT/PT/OTA/PTA, Medical Personnel and Educational Support Staff
Recommend a 5.5% increase for each eligible staff member.

Budget impact approximately $135,000.

Food Service
Recommend a 6% increase to each step in Tier 1 bringing the starting wage to $20.14 and increasing the Tier 2 starting wage to $16.50 per hour.

Budget impact of approximately $110,000.

Food Service Schedule 2023-2024														
	2021-2022	2022-2023	2023-2024											
Special Increments														
Satellite Manager	1.80	1.80	1.80											
Elementary Manager	2.90	2.90	2.90											
Junior High Manager	3.60	3.60	3.60		Step	Rate: Tier 1					Rate: Tier 2			
Senior High Manager	4.80	4.80	4.80			2020-2021	2021-2022	2022-2023	2023-2024		2020-2021	2021-2022	2022-2023	2023-2024
Senior High Floating Asst Mgr	3.25	3.25	3.25											
Associate Floating Manager	5.00	5.00	5.00		15	19.51	19.91	20.61	21.85		15.90	16.30	17.55	18.75
					14	19.36	19.76	20.45	21.68		15.80	16.20	17.40	18.60
					13	19.21	19.61	20.29	21.51		15.70	16.10	17.25	18.45
					12	19.05	19.45	20.13	21.34		15.60	16.00	17.10	18.30
Longevity (beginning 10 yrs)	2021-2022	2022-2023	2023-2024		11	18.91	19.31	19.99	21.19		15.50	15.90	16.95	18.15
To 2 hours per day	100.00	100.00	100.00		10	18.77	19.17	19.84	21.03		15.40	15.80	16.80	18.00
Over 2 to 4 hrs per day	150.00	150.00	150.00		9	18.63	19.03	19.70	20.88		15.30	15.70	16.65	17.85
Over 4 to 6 hrs per day	250.00	250.00	250.00		8	18.50	18.90	19.56	20.74		15.20	15.60	16.50	17.70
Over 6 hrs per day	300.00	300.00	300.00		7	18.38	18.78	19.44	20.60		15.10	15.50	16.35	17.55
					6	17.96	18.36	19.00	20.14		15.00	15.40	16.20	17.40
Longevity					5	17.83	18.23	18.87			14.90	15.30	16.05	17.25
Longevity (beginning 15 yrs)	2021-2022	2022-2023	2023-2024		4	16.84	17.24				14.80	15.20	15.90	17.10
To 2 hours per day	400.00	400.00	400.00		3	16.71					14.70	15.10	15.75	16.95
Over 2 to 4 hrs per day	450.00	450.00	450.00		2						14.60	15.00	15.60	16.80
Over 4 to 6 hrs per day	550.00	550.00	550.00		1						14.50	14.90	15.45	16.65
Over 6 hrs per day	600.00	600.00	600.00		0						14.40	14.80	15.30	16.50
Longevity (beginning 20 yrs)	2021-2022	2022-2023	2023-2024											
To 2 hours per day	600.00	600.00	600.00											
Over 2 to 4 hrs per day	650.00	650.00	650.00											
Over 4 to 6 hrs per day	750.00	750.00	750.00											
Over 6 hrs per day	800.00	800.00	800.00											

Certified Administrators, Non-Certified Administrators

Recommended salary increases range from 2%-5.5% determined primarily by the percentage of penetration toward the maximum pay rate for each position. All ranges were adjusted for cost of living and two employee ranges were adjusted at a higher rate to better align to the job responsibilities, duties, and comparable salaries of similar positions in other districts.

The average increase for all eligible members is 4.47%. Budget impact is approximately $224,268.

Additional Benefit Compensation

In order to attract and retain high quality administrators, Unit 5 must stay competitive with salary and benefits. Several school districts,including a nearby district, provide additional compensation for all administrators in an amount equal to the cost of family health insurance. While the Unit 5 budget currently would not be able to support the full cost for all administrators this recommendation provides a partial benefit.

Each administrator will receive the benefits compensation detailed below per pay period.

Executive Cabinet	$225
District Admin	$175
Principal/Associate	$125
Assistant Principal	$75

Budget impact approximately $238,200.

Substitutes, Homebound, Noon Hour Supervisors

Certified Teacher Substitute Long Term Daily Rates (Same Position)	$160/Day $185/Day Unit 5 Retiree
Certified Teacher Substitute Regular Daily Rates (Any Position)	$115/Day $130/Day Unit 5 Retiree
Nurse Substitute	RN - $170/day LPN - 150/day Unit 5 Retiree Nurse - $200/day
Permanent F/T Floating Sub	$25.00/Hour (Benefits Included)
Administrative Assistant Substitute	$15.00/Hour
Custodial Maintenance & Food Service Substitute	$15.00/Hour
Teaching Assistant Substitute	$98/Day $49/Half Day
Noon-Hour Supervisors	$15.00/Hour
Homebound Teachers	$30.25/Hour
Non-Classroom (Guidance Counselor, Psychologist, Social Worker, SLP, Certified School Nurse)	$200/day

RESOLUTION OF THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN & WOODFORD COUNTIES, ILLINOIS
Authorizing interfund loans from Fund Reserves to other Funds as permitted under Illinois School Code (105 ILCS 5/10-22.33)

WHEREAS, the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Board of Education"), has created, maintained and administers fund reserves within individual funds for operations, capital, and debt service purposes; and

WHEREAS, the Board of Education, by authority of 105 ILCS 5/10-22.33 of *The Illinois School Code* may make interfund loans available to any other Fund from Fund(s) as available to cover temporary cash shortfalls of accounting periods should the need arise. It has been determined that certain funds of Community Unit School District No. 5 will on occasion require the transfer of monies into said fund(s) in order to appropriately make payments for expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois:

that the Treasurer is hereby authorized and directed to make any and all such interfund loans, not to exceed the amounts as authorized in *The Illinois School Code* (105 ILCS 5/10-22.33) required in order to have sufficient funds to make appropriate payments of expenditures of the School District. Further, the Treasurer is directed to make the necessary bookkeeping entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year

The Treasurer shall present a report of all of the interfund loans and their repayments at the board meeting immediately following such loans or repayments until all repayments as required in the school code are completed. The authorization provided herein shall expire after June 30th, 2024.

ADOPTED this 19th day of July, 2023

by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

_____

Kelly Pyle, President, Board of Education

McLean County Unit District No. 5

ATTEST:

_____

Stan Gozur, Secretary, Board of Education

McLean County Unit District No. 5

RESOLUTION OF THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN & WOODFORD COUNTIES, ILLINOIS
Authorizing interfund loans from the Working Cash Fund to other Funds as permitted under Illinois School Code (105 ILCS 5/20-5)

WHEREAS, the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Board of Education"), has created, maintained and administered a fund known as the Working Cash Fund in the manner prescribed by *The Illinois School Code and* the Illinois State Board of Education for the purpose of enabling Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("School District") to have in its treasury at all times sufficient money to meet its obligations; and

WHEREAS, the Board of Education, by authority of 105 ILCS 5/20-5 of *The Illinois School Code* may loan money from the Working Cash Fund to any other Fund. It has been determined that certain funds of Community Unit School District No. 5 will on occasion require the transfer of monies into said fund(s) in order to appropriately make payments for expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois:

that the Treasurer is hereby authorized and directed to make any and all such interfund loans, not to exceed the aggregate sum of $63,000,000, as authorized in *The Illinois School Code* (105 ILCS 5/20-5) required in order to have sufficient funds to make appropriate payments of expenditures of the School District. Further, the Treasurer is directed to make the necessary bookkeeping entries to effect this change. Said loans are to be repaid by the transfer from the other Funds to the Working Cash Fund proceeds from the receipt of the June 2024 installment of the 2023 General Levy, estimated to be $75,000,000. No Tax anticipation warrants have heretofore been issued by the School District. The estimated Corporate Personal Property Replacement Tax set aside for the payment of retirement obligations is $425,000.

The Treasurer shall present a report of all of the interfund loans and their repayments at the board meeting immediately following such loans or repayments until all repayments as required in the school code are completed. The authorization provided herein shall expire after June 30th, 2024.

ADOPTED this 19th day of July, 2023, by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

_____
Kelly Pyle, President, Board of Education
McLean County Unit District No. 5

ATTEST:

_____
Stan Gozur, Secretary, Board of Education
McLean County Unit District No. 5

23-24 Student-Handbook-Updates

The below list contains additional handbook procedures and supplements to the **Model Student Handbook** since our last Unit 5 Handbook updates in July/August of 2022. At this time, there has only been one new release containing updates. The Illinois Principal's Association anticipates having additional updates to the Model Student Handbook at the end of July after the Governor signs pending legislation.

All handbook procedures herein comply with updates to PRESS and have been cross-checked to maintain consistency with updated Unit 5 Board Policies already approved or in the process of being updated and approved.

January 2023

Handbook Procedure Number & Title	Description	Status	Pre-K	Elem	Middle School	High School
MSH 2.20 Student Absences	Pursuant to Public Act 102-981 (effective 1-1-23), school boards must allow "public middle school and high school" students one day-long excused absence per school year for the purpose of attending a civic event.	Revised	**NA**	**NA**	pg. 19	pg. 17
MSH 2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement	Pursuant to Public Act 101-654 and Public Act 102-209 (effective in the fall of 2023), students who meet or exceed State standards on State assessment tests in English language arts, math, and science must be automatically enrolled in the following school year in the next most rigorous level of advanced course offered by the high school. Other changes are made to comply with PRESS.	Revised	**NA**	**NA**	**NA**	pg. 60
MSH 3.10 Fines, Fees, and Charges; Waiver of Student Fees	Pursuant to Public Act 102-805 (effective 1-1-23), fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. Other changes are made to comply with PRESS.	Revised	**NA**	pgs. 26,27	pgs. 23,24	pgs. 13,14

Additional Changes to Unit 5 Handbooks

Level	Area	Change
All Levels	General Notices	PreK pg. 17, Elem pg. 20, MS pg. 15, HS pg. Added language regarding safe gun storage
Elementary	Attendance - Tardiness	Elem pg. 22 Students who are ~~more than 5 minutes~~ late to school must sign in at the office. This is consistent with other levels and allows teachers to take attendance at the start of the school day and the office to more easily reconcile attendance.
Middle School	Academic Programs	MS pg. 16 Removed information about foreign language as it is not currently offered.
All Levels	Transportation	PreK pg. 22, Elem pg. 28, MS pg. 25, HS pg. 38 Students must scan their Bus ID when they board the bus and when they exit the bus.
Middle School	Deliveries	MS pg. 39 Clarified student deliveries are not allowed at school and will not be accepted by office personnel. Mirrors the High School handbook language.
Middle School & High School	Bulletin Boards, Signs, and Posters	MS pg. 52, HS pg. 8 Replaced approval by Assistant Principal with approval by building administration

McLEAN COUNTY UNIT DISTRICT No. 5

EARLY LEARNING HANDBOOK

EARLY CHILDHOOD EDUCATION

Early Learning Handbook 2023-2024



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised June 2023

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Letter from Early Learning Coordinator

McLean County Unit District No.5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. A significant effort is put forth to provide student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may indicate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website http://unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our early learning program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Kris Pennington

Early Learning Coordinator

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue
Normal, IL 61761-4339
Phone: 309.557.4400
Fax: 309.557.4501
Web: www.unit5.org
General E-mail: district@unit5.org

Superintendent's Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Sargent, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Dani Wipperman, Assistant Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching & Learning	557-4400
Leslie Webb, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Monica Wilks, Director of Human Resources	557-4400
Megan Peterson, Assistant Director of HR	557-4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr, III, Director of Financial Services	557.4400
Candid Omachel, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4437
Norm Hicks, Supervisor – Maintenance/Grounds Services	557.4437
Craig Montgomery, Supervisor – Custodial Services	557.4437
Joanna Rewerts, Director of Food Service	557.4437

Early Learning School Information

Brigham Early Learning Center
Principal: Erin O'Grady
201 Brigham School Rd
Bloomington, IL 61704
E-Mail: ogradye@unit5.org
Phone: 309.557.4411
Fax: 309.557.4512

Sugar Creek Elementary
Principal: Cari Roop
200 N Towanda Ave
Normal, IL 61761
E-Mail: roopc@unit5.org
Phone: 309.557.4425
Fax: 309.557.4526

District and School Web Pages

McLean County Unit District No. 5

http://www.unit5.org

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, policies, and current district events.

Visit our local websites for more information about each site:

Sugar Creek Elementary School
http://www.unit5.org/Domain/23

Brigham School
http://www.unit5.org/Domain/8

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the program's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ***www.unit5.org***/board/policies/ or at the Board office, located at **1809 W. Hovey Avenue, Normal, Illinois.**

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Early Learning Purpose Statement

The purpose of the Unit 5 Early Learning Program is to provide a stimulating and nurturing environment for young children. Students are given the chance to become successful and build self-confidence. The program is designed to increase student opportunities, help prepare for future achievements, and meet individual needs and goals in eight domains of learning, which are guided by the Illinois Early Learning State Standards: Language Arts, Mathematics, Science, Social Studies, Physical Development and Health, Fine Arts, Foreign/Primary Language, Social/Emotional.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Dir. Of Communications/Community Relations
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be between the ages of three (3) and five (5) years old, but not five (5) on or before September 1 of that school term. Children with developmental delays, which affect normal growth and development, or who are at risk of academic failure may be eligible for services and supports. Special education eligibility will be based on the presence of noted delays in one or more of the developmental areas. Eligibility is determined by the Individualized Educational Program (IEP) team.

Admission Procedure

Eligible early learning students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100
- Enrollment in general education classrooms is contingent upon state funding, as the program is funded by Illinois grant funds.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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.
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.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
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.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross Reference:
Administrative Procedure 6.120-AP3, *Service Animal Access Requests*

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Equal Educational Opportunities and Sex Equity

Equal educational and co-curricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:
Board Policy 7.10, *Equal Educational Opportunities*
Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe
- Emotional signs:
- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"

- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.
Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life

- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations
School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.
Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference: Board Policy 4.165

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:
7:285, Food Allergy Management Program
7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Secure Gun Storage

The Board of Education of McLean County Unit 5 has adopted a resolution directing the Superintendent to include information in student handbooks about safe gun storage and the legal obligations regarding the secure storage of firearms.
Unsecured firearms put children and staff at risk in our schools and beyond. Adults may be liable both criminally and civilly when a child gains unsupervised access to firearms which are not appropriately and securely stored.
According to the Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/, every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day. More than 1,200 children die by gun suicide each year. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.
One study found that although 70 % of parents believe their teen cannot access the gun(s) in their home, more than one-third were contradicted by their child's report. he study also found that in households where parents said their child could not access a firearm, 21.8% of their children indicated that they could access a firearm within 5 minutes and 14.9% indicated that they could access a firearm in more than 5 minutes but less than 1 hour. Research shows that secure firearm storage practices are associated with up to an 85% reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects children in the home as well as students throughout the school district and community.

Nothing in the foregoing shall be read to establish an implied or contractual right of action for a victim of gun violence.

1. Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/. Analysis includes incidents that occurred between 2015 and 2019.
2. Id.
3. Johnson RM, Barber C, Azrael D, Clark DE, Hemenway D. Who are the owners of firearms used in adolescent suicides? Suicide and Life-Threatening Behavior. 2010;40(6):609-611.
4. Id.
5. Salhi C, Azrael D, Miller M. Parent and Adolescent Reports of Adolescent Access to Household Firearms in the United States. JAMA Netw Open. 2021;4(3):e210989. doi:10.1001/jamanetworkopen.2021.0989
6. Id.
7. https://everytownresearch.org/solution/responsible-gun-storage/

Section 2 - Attendance and Promotion

Attendance & Absences

Arrival and Dismissal

Morning Session: 7:45-10:15 AM
Afternoon Session: 11:45-2:15 PM
Full Day session: 7:45 AM-2:15 PM

There is no school supervision prior to the start of each session or following the dismissal times.

Leaving While School Is In Session

When a student needs to leave school early, parent(s)/guardian(s) should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or

her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness (including up to 5 days per school year for mental or behavioral health of the student)or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court appearance (beyond student's control)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation

Reporting Absences

Each day that a student is absent, the student's parent or guardian is required to call the school attendance line at 309.557.4460 (Brigham) or 309.557.4474 (Sugar Creek) or 309-557-4464 (Fairview) before 8:30 AM for AM students and 12:30 for PM students to explain the reason for the absence. If a call has not been made to the school by 9:45 AM/ 1:45 PM on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Tardiness

All students are expected to be in their classroom when school begins. Students who are more than 5 minutes late must be signed in at the office.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

Prearranged Absences

Any time that parents/guardians know in advance their child will be absent from school due to family vacation or unavoidable circumstances not considered as excused, the parent/guardian must contact the Principal to request a Prearranged Absence. Please note that pre arranging an absence does not excuse absences that would otherwise be unexcused.

Chronic Absenteeism

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) valid cause, as defined in Section 26-2a of the School Code, and out-of-school suspensions for an enrolled student.

The early years are an extremely important period in a child's learning and development. Missed learning opportunities in the early years make it difficult for a child to enter kindergarten ready for success. Attendance patterns in the early years serve as predictors of chronic absenteeism and reduced educational outcomes in later school years.

The school district will collect and review its chronic absence data and determine what support and resources are needed to positively engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The school will make every effort to inform parents of excessive student absences. However, it is the responsibility of the parent to see that their child is in regular attendance.

Students who are at risk of reaching or exceeding chronic absence levels, the school staff will attempt to identify the cause of the student's absenteeism, including interviews with the student, his or her parent/guardian, and staff members or other people who may have information. For students who are chronically absent, the school will provide supportive services, consistent with Board Policy 7.70, including parent-teacher conferences, student and/or family counseling, or information about community service agencies. The school staff may visit the family and offer the family guidance, help, and resources for avoiding chronic absenteeism and promoting regular attendance. If after conducting

outreach and working with the family to get the child to school, if a wait list has been established, students with chronic absenteeism may be dropped from the program. Written notification of drop will be provided to parent/guardian. Regular attendance is essential for successful completion of school.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Board Policy 7.80, *Release Time for Religious Instruction/Observance*

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Improvement Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the following radio stations if you suspect that early dismissal is a possibility – WJBC 1230 AM, WBNQ 101.5 FM. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:
Board Policy 4.170, *Safety*

Grading & Promotion

Progress Reporting

Early Learning Progress reports are issued to students three times per year (November, February, May). For questions regarding progress monitoring, please contact the classroom teacher.

If the student turns five (5) on or before September 1 of the upcoming school year he/she is age eligible for kindergarten and is not eligible for the early learning program.

Section 3 – Food Program

The early learning program participates in the National School Lunch Program and receives Federal funds to provide healthy meals (breakfast and lunch) to all of the enrolled children. The amount of reimbursement the program receives is based on the information you provide on the Household Eligibility Application which is provided during registration. Part of the USDA requirement is to complete the application. The information will be kept confidential and only available to staff directly connected with administering the NSLP.

Section 4 - Transportation and Parking

Bus Transportation

The district provides bus transportation to and from school for all early learning students living within district boundaries. Early Learning buses also have a bus monitor in addition to the driver.

The early learning program provides free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2 – Attendance and Promotion "Emergency School Closings".

Bus Conduct

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Prohibited Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

- Prohibited student conduct as defined in Board Policy 7.190, *Student Behavior*.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants. bus.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Students must scan their Bus ID when they board the bus and when they exit the bus
- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the student may be suspended from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the teacher will speak with the student to address the reported incident.
- **On the second offense**, the Principal will meet with the student to address the reported incident. A copy of the bus report will be sent home.
- **On the third offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and

procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross Reference:
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Bicycles

When accompanied by an adult, riding bicycles to and from school is permitted. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot**.**

Pedestrians

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

Field Trips

The children may occasionally take field trips to enrich their language and provide new experiences. All field trips not within walking distance of the school are taken on a bus. Parents will be notified in advance of the trip.

Parking

The school has many locations available for school visitor parking.
Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:
Board Policy 4.110, *Transportation*
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
Board Policy 7.220, *Bus Conduct*
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5- Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with healthcare professionals and organizations to make decisions best for the students and school community.

Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

ILLINOIS LAW REQUIRES that all students entering an early child-hood program, kindergarten, sixth or ninth grades, or transferring from out of state have a physical examination within one calendar year **PRIOR** to the date of entry. The examination must be reported on the Illinois DHS-Certificate of Child Health Examination form & include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois school health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply then the **LOCAL SCHOOL AUTHORITY SHALL EXCLUDE THAT CHILD FROM SCHOOL** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s) he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on

the link below or check with your healthcare provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second, and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the **first day of the school year**.

Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-

040816.pdf. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows 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; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:
Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening IF a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A **fever** within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute **respiratory infection**
- Any **contagious illness** such as "strep throat" that requires antibiotic therapy. Once a student has been **fever free and on antibiotics for at least 24 hours free without the use of fever-reducing medications,** he/she may return to school.
- Any **undiagnosed skin rash**. A student with a rash may attend school upon presenting a **physician's note** stating the rash is not contagious.
- Pronounced **lethargy or fatigue** that interferes with participation in learning activities.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

It is the parent/guardian's responsibility to inform the School Nurse or Principal of their child's health concern. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher other than students in the full day preschool program. Full day students will be served a snack in the afternoon. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*
Board Policy 6.50, School Wellness

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the student is checked by the school nurse or building principal and the child is determined to be free from an active infestation.

Bed Bugs

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Physical Education/ Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE. An excuse may also be based on religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed healthcare provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid-related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying

plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to- moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement lockdown drill to address a school shooting incident, and one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Cross Reference:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following early learning schools:

School	Reunification Site
Brigham	Eastview Christian Church
Fairview	Eastview Christian Church
Sugar Creek	Eastview Christian Church

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

Section 6-Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear with a hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to create a safe and secure climate, free from the threat of harm to person or property in all school related settings.
It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior. To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action. Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.
Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year.

Student Behavior

The goals and objectives of Board Policy 7.190, Student Behavior 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.

When and Where Conduct Rules Apply

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:

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.
5. During periods of remote learning.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct. Parents/guardians should review Board Policy 7.190, Student Behavior, for a complete list of prohibited student conduct, which includes, but is not limited to:

1. Using, possessing, controlling, or transferring a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.

2. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular/smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others.

   Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:
   (a) The supervising teacher grants permission;
   (b) Use of the device is provided in a student's IEP; or
   (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

3. 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.

4. 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.

5. 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.

6. Taking or relocating school or personal property without permission. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

7. Entering school property or a school facility without proper authorization.

8. 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, a school bus, or at any school activity.

9. 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.

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 where 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.

Efforts, including the use of positive interventions, supports and progressive discipline, 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. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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.

Disciplinary Measures

Where practicable and reasonable, school officials will consider forms of non-exclusionary discipline before using transitioning. Disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding of privileges.
4. Return of property or restitution for lost, stolen, or damaged property.
5. Detention 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.
6. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
7. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
8. Planned transition to another program.
9. Temporary removal from attendance in a group setting

No early childhood student may be expelled. Planned transitions to settings that are able to better meet a child's needs are not considered an expulsion.

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 transitioning a student to another program because behavioral interventions, other than a suspension or transition to another program 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 transition to another program

Transition to Another Program

When persistent and serious challenging behaviors emerge, the early childhood program shall document steps taken to ensure that the child can participate safely in the program; including observations of initial and ongoing challenging

behaviors, strategies for remediation and intervention plans to address the behaviors, and communication with the parent or legal guardian, including participation of the parent or legal guardian in planning and decision-making.

The early childhood program shall, with parental or legal guardian consent as required, utilize a range of community resources, if available and deemed necessary, including, but not limited to, developmental screenings, referrals under the Individual with Disabilities Education Act, and consultation with infant and early childhood mental health consultants and the child's health care provider. The program shall document attempts to engage these resources, including parent or legal guardian participation and consent attempted and obtained. Communication with the parent or legal guardian shall take place in a culturally and linguistically competent manner.

If there is documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted and the program determines in its professional judgment that transitioning a child to another program is necessary for the well-being of the child or his or her peers and staff, with parent or legal guardian permission, both the current and pending programs shall create a transition plan designed to ensure continuity of services and the comprehensive development of the child. Communication with families shall occur in a culturally and linguistically competent manner.

Temporary Removal from Attendance in a Group Setting

In the case of the determination of a serious safety threat to a child or others, or if the student is determined to have brought a firearm, 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 “lookalikes” of any firearm to school, any school- sponsored activity or event, or any activity or event that bears a reasonable relationship to school, the temporary removal of a child from attendance in group settings may be used. Temporary removal of a child from attendance in a group setting shall trigger the process detailed in this section, with the child placed back in a group setting as quickly as possible.

Cross Reference:
7.190, *Student Behavior*

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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.

Weapons

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C.§ 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife, billy club, brass knuckles, or other knuckle weapon regardless of its composition;
4. A look-alike firearm;
5. Any other object if used or attempted to be used to cause bodily harm.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the Assistant Principals.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent or designee'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.

Required Notices

A school staff member shall immediately notify the office or 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. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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 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.

The Superintendent, Building Principal, Associate Principal and Assistant Principal are 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 bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

Vandalism/Damage to Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the education 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 Section 27-23.7 of the *School Code* (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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) 1-2.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager, building Principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager: Name: M. Curt Richardson

Address: 1809 West Hovey Ave; Normal, IL 61761
Email: richardmc@unit5.org
Telephone: (309) 557-4082

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians 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.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of 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

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet 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 also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's

outcomes and effectiveness. This process shall include, without limitation:

a. The frequency of victimization;
b. Student, staff, and family observations of safety at a school;
c. Identification or areas of a school where bullying occurs;
d. The types of bullying utilized; and
e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
    a. *2.260* ~ A student may use this policy to complain about bullying.
    b. *6.60* ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. *6.65* ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
    d. *6.235* ~ 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. *7.20* ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
    f. *7.185* ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. *7.190* ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. *7.310* ~ This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Cross-References:

Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

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

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

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

Making a Complaint, Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, 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.

Complaint Manager: and **Nondiscrimination Coordinator:**	Name:	M. Curt Richardson
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082
Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

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 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 discipline 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.

Cross Reference:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Section 7-Internet, Technology, Publications

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

A. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
B. Using the electronic networks to engage in conduct prohibited by board policy;
C. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
D. Unauthorized use of personal removable media devices (such as flash or thumb drives);
E. Downloading of copyrighted material for other than personal use;
F. Using the electronic networks for private financial or commercial gain;
G. Wastefully using resources, such as file space;
H. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
I. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
J. Using another user's account or password;
K. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
L. Posting or sending material authored or created by another without his/her consent;
M. Posting or sending anonymous messages;
N. Creating or forwarding chain letters, spam, or other unsolicited messages;
O. Using the electronic networks for commercial or private advertising;
P. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
Q. Misrepresenting the user's identity or the identity of others; and
R. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the networks in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any

responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
B. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
D. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
E. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

A. aThe District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

B. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
C. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
D. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
E. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the

Acceptable Use statement as well as sign the receipt and acknowledgement section of the Early Learning Handbook before students will be granted access.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*
Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*
Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure

that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Section 8-Search and Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school resource officers.

Access to Student Social Networking Passwords & Websites

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School authorities officials may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, **weapons**, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross Reference:
Board Policy 7.140, *Search and Seizure*

Section 9- Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act are identified, evaluated and

provided with appropriate educational services.

The district provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school or district special education office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.
For further information, please contact:

_____(name)

_____(phone number)

_____(office location)

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Isolated Time Out, Time Out, and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Cross Reference:
Board Policy 7.230, *Misconduct by Students with Disabilities*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Principal.

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP upon request and at any other time upon request.

Cross Reference:
PRESS 7:340-AP1, *School Student Records*

Section 10 - Student Records, Privacy

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be

identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions., such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross Reference:
Board Policy 7.15, *Student and Family Privacy Rights*
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduations or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

1. Basic identifying information;

2. Academic transcript;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information;
6. High school State assessment test scores;

And may also consist of:

7. Honors and awards received; and
8. Participation in extracurricular activities or athletics.

A student's temporary record contains the following information:

1. A record of release of temporary record information;
2. Elementary State assessment test scores;
3. Completed home language survey form;
4. Information regarding serious infractions that resulted in discipline; and any biometric information that is collected;
5. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act; and And may also consist of:
6. Family background information;
7. Intelligence test scores, group and individual;
8. Aptitude test scores;
9. Reports of psychological evaluations;
10. Elementary and secondary achievement level test results;
11. Participation in extracurricular activities or athletics;
12. Honors and awards received;
13. Teacher anecdotal records;
14. Other disciplinary information;
15. Special education files;
16. Any verified reports or information from non-educational persons, agencies or organizations; and
17. Other verified information of clear relevance to the education of the student.

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be $.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent or student request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by

law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

1. To a parent, student, or authorized representative;
2. To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
4. To any person for the purpose of research, statistical reporting, or planning;
5. Pursuant to a court order;
6. To any person as specifically required by State or federal law;
   6.5 To juvenile authorities when necessary for the discharge of their official duties;
7. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
8. To any person, with the prior specific dated written consent of the parent;
9. To a governmental agency in furtherance of an investigation of a student's school attendance;
10. To committee members who fall within the meaning of “state and local officials and authorities” for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
11. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
12. To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child’s school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1. Accuracy;
2. Relevance; or
3. Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;

4. The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The district routinely discloses "directory" type information without consent. Directory information is limited to: student's name, address, gender, grade level, birth date and place, parents' names and address; parent's electronic address; information in relation to school-sponsored activities, organizations,; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross Reference:
Board Policy 7.340, *Student Records*
Administrative Procedures 7.340-AP1*, School Student Records*

Student Records and Privacy

Medical records will only be released to the student's parent/guardian or their designee (with written consent from the parent). Identification will be required.

Cross Reference:
Board Policy 7.340, *Student Records*

Section 11-Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. Whether the teacher has met State certification requirements;

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Erin's Law- Child Protection

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at http://www.cfchildren.org/child-protection or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:
Board Policy 6.60-AP1 *Comprehensive Health Education*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross Reference:
Administrative Procedure, 6.140-AP1*, Education of Homeless Children*

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) be involved in the education of their children;, and (2) be

active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the Director of Multilingual Services, Leslie Webbat the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations at the Unit Office 309.557.4400.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:
Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
Board Policy 5.90, *Abused and Neglected Child Reporting*

Asbestos Abatement Statement

Unit 5 has submitted its Management Plan prepared pursuant to the requirements of the *Asbestos Hazard Emergency Response Act* for each Unit 5 elementary school. Copies of the Management Plan are available in the administrative office of the school district and in each elementary school office. These plans are available for your inspection during the normal business hours Monday through Friday, and during other times by special arrangement.

The above statement is required under the rule of the *Asbestos Hazard Emergency Response Act*. It signifies that asbestos has been identified in the buildings. The asbestos was removed from the buildings. We would like to emphasize that to our knowledge, the above conditions do not pose a health hazard for those using our facilities. The above notice is required due to the law, which makes it necessary to conduct a survey, prepare and plan, notify the public and remove the designated asbestos in a timely fashion.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:
Board Policy 4.170, *Safety*

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, 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.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child (ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross References:
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State's Police website. The Illinois State Police website contains the following:

- Illinois Sex Offender Registry on the Illinois State Police's website, http://www.isp.state.il.us/sor/.
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website, http://www.isp.state.il.us/cmvo/
- Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.sor/faq.cfm

Cross Reference:
Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *"No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.."*

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309.557.4400

Parent/Guardian Involvement

Parent-Teacher Conferences

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parent(s)/Guardian(s) will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Unit 5 Early Learning Program offers a wide variety of family involvement opportunities throughout the year.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and extracurricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:

Board Policy 6.250, Community Resource Persons and School Volunteers

Administrative Procedure 6.250-AP1, Securing and Screening Resource Persons and School Volunteers

Exhibit 6.250-E1*, Volunteer Information Form and Waiver of Liability*

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

Appendix

Exhibit - Online Privacy Statement

Online Privacy Statement ~ The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us. There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

1) **Network Traffic Logs ~** In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

2) **Website Visit Logs ~** District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

3) **Cookies ~** Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

4) **Information Voluntarily Provided by You ~** In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

   Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

   While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

District 87/Unit 5
Medication Authorization Form

Name: _____ **Date of Birth:** _____
(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication (105 ILCS 5/22-30).
If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
Dose:	
Time of Administration:	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	Yes No

Date	Physician's Signature **Only**	Physician's Telephone

Nurse's Initials_____

11 December

McLEAN COUNTY UNIT DISTRICT No. 5

ELEMENTARY HANDBOOK

Kindergarten – 5th Grade



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised July 2023

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McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Elementary Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. All of our elementary principals have made a significant effort to provide for student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District website http://www.unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information**.

If you have questions regarding any aspect of our elementary program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org ~ General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Sargent, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching & Learning	557-4400
Leslie Webb, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Monica Wilks, Director of Human Resources	557.4400
Megan Peterson, Assistant Director of Human Resources	557.4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Candid Omachel, Payroll Administrator	557-4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4437
Norm Hicks, Supervisor – Maintenance/Grounds Services	557.4437
Craig Montgomery, Supervisor – Custodial Services	557.4437
JoAnna Rewerts, Director of Food Service	557.4437

Elementary School Information

Benjamin Elementary School
Megan Bozarth, Principal
6006 Ireland Grove Rd.
Bloomington, IL 61704
E-mail: bozartm@unit5.org
Phone: 309.557.4410
Fax: 309.557.4511

Carlock Elementary School
Kelly Fitzgerald , Principal
301 W. Washington St.
Carlock, IL 61725
E-mail fitzgeke@unit5.org
Phone: 309.557.4412
Fax: 309.557.4513

Cedar Ridge Elementary School
Heather Rogers, Principal
2808 Breezewood Blvd.
Bloomington, IL 61704
E-mail: rogersh@unit5.org
Phone: 309.557.4413
Fax: 309.557.4515

Fairview Elementary School
Amanda Styck, Principal
416 Fairview St.
Normal, IL 61761
E-mail: stycka@unit5.org
Phone: 309.557.4415
Fax: 309.557.4516

Fox Creek Elementary School
Leslie Davenport, Principal
3910 Fox Creek Rd.
Bloomington, IL 61704
E-mail: davenportla@unit5.org
Phone: 309.557.4416
Fax: 309.557.4517

Glenn Elementary School
Scott Vogel, Principal
306 Glenn Ave.
Normal, IL 61761
E-mail: vogels@unit5.org
Phone: 309.557.4418
Fax: 309.557.4519

Grove Elementary School
Sarah Edwards, Principal
1101 N. Airport Rd.
Normal, IL 61761
E-mail: fogalt@unit5.org
Phone: 309.557.4417
Fax: 309.557.4518

Hoose Elementary School
Gina Tenuta , Principal
600 Grandview Dr.
Normal, IL 61761
E-mail: tenutagj@unit5.org
Phone: 309.557.4414
Fax: 309.557.4515

Hudson Elementary School
Julia Knepler, Principal
205 S. McLean St.
Hudson, IL 61748
E-mail: knepljej@unit5.org
Phone: 309.557.4419
Fax: 309.557.4520

Northpoint Elementary School
Matt Harr, Principal
2602 E. College Ave.
Bloomington, IL 61704
E-mail: harm@unit5.org
Phone: 309.557.4420
Fax: 309.557.4521

Oakdale Elementary School
Casey Heimer , Principal
601 S. Adelaide St.
Normal, IL 61761
E-mail:heimerc@unit5.org
Phone: 309.557.4421
Fax: 309.557.4522

Parkside Elementary School
Christine Ellis, Principal
1900 W. College Ave.
Normal, IL 61761
E-mail: ellisc@unit5.org
Phone: 309.557.4422
Fax: 309.557.4523

Pepper Ridge Elementary School
Tina Fogal, Principal
2602 Danbury Dr.
Bloomington, IL 61704
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Phone: 309.557.4423
Fax: 309.557.4523

Prairieland Elementary
Scott Peters, Principal
1300 E. Raab Rd.
Normal, IL 61761
E-mail: peterssd@unit5.org
Phone: 309.557.4424
Fax: 309.557.4525

Sugar Creek Elementary School
Cari Roop, Principal
200 N. Towanda Ave.
Normal, IL 61761
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Phone: 309.557.4425
Fax: 309.557.4526

Towanda Elementary School
Marlys Bennington, Principal
304 S. East St.
Towanda, IL 61776
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Fax: 309.557.4527

Brigham Elementary School
Early Learning Center
Erin O'Grady, Principal
201 Brigham School Road
Bloomington, IL 61704
Email: ogradye@unit5.org
Phone: 309.557.4411
Fax: 309.557.4512

District and School Web Pages

McLean County Unit District No. 5

http://www.unit5.org

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, and current district events.

Visit our local elementary schools' websites for more information about each school.

Benjamin Elementary School
http://www.unit5.org/benjamin/index.html

Brigham Elementary School
http://www.unit5.org/brigham/index.html

Carlock Elementary School
http://www.unit5.org/carlock/index.html

Cedar Ridge Elementary School
http://www.unit5.org/cedarridge/home.htm

Fairview Elementary School
http://www.unit5.org/fairview/index.html

Fox Creek Elementary School
http://www.unit5.org/foxcreek/index.html

Glenn Elementary School
http://www.unit5.org/glenn/index.html

Grove Elementary School
http://www.unit5.org/grove/index.html

Colene Hoose Elementary School
http://www.unit5.org/hoose/index.html

Hudson Elementary School
http://www.unit5.org/hudson/index.html

Northpoint Elementary School
http://www.unit5.org/northpoint/index.html

Oakdale Elementary School
http://www.unit5.org/oakdale/index.html

Parkside Elementary School
http://www.unit5.org/parkside//index.html

Pepper Ridge Elementary School
http://www.unit5.org/pepper/index.html

Prairieland Elementary School
http://www.unit5.org/prairieland/index.html

Sugar Creek Elementary School
http://www.unit5.org/sugarcreek/index.html

Towanda Elementary School http://www.unit5.org/towanda/index.html

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see http://www.unit5.org/board/policies/ for current information.**

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. Children ages three (3) to twenty-one (21) years with exceptional needs who qualify for special education are also eligible for admission.

Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the Building Principal will determine whether the child is placed in kindergarten or first grade.

Admission Procedure

Students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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.
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.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
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.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:
Board Policy 7.10, *Equal Educational Opportunities*
Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for

imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers

- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student

- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization

- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference: Board Policy 4.165

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

7:285, Food Allergy Management Program

7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Secure Gun Storage

The Board of Education of McLean County Unit 5 has adopted a resolution directing the Superintendent to include information in student handbooks about safe gun storage and the legal obligations regarding the secure storage of firearms.
Unsecured firearms put children and staff at risk in our schools and beyond. Adults may be liable both criminally and civilly when a child gains unsupervised access to firearms which are not appropriately and securely stored.
According to the Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/, every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day. More than 1,200 children die by gun suicide each year. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.
One study found that although 70 % of parents believe their teen cannot access the gun(s) in their home, more than one-third were contradicted by their child's report. he study also found that in households where parents said their child could not access a firearm, 21.8% of their children indicated that they could access a firearm within 5 minutes and 14.9% indicated that they could access a firearm in more than 5 minutes but less than 1 hour. Research shows that secure firearm storage practices are associated with up to an 85% reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects children in the home as well as students throughout the school district and community.

Nothing in the foregoing shall be read to establish an implied or contractual right of action for a victim of gun violence.

1. Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/. Analysis includes incidents that occurred between 2015 and 2019.
2. Id.
3. Johnson RM, Barber C, Azrael D, Clark DE, Hemenway D. Who are the owners of firearms used in adolescent suicides? Suicide and Life-Threatening Behavior. 2010;40(6):609-611.
4. Id.
5. Salhi C, Azrael D, Miller M. Parent and Adolescent Reports of Adolescent Access to Household Firearms in the United States. JAMA Netw Open. 2021;4(3):e210989. doi:10.1001/jamanetworkopen.2021.0989
6. Id.
7. https://everytownresearch.org/solution/responsible-gun-storage/

Section 2 - Attendance and Promotion

Attendance & Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

Arrival and Dismissal Procedures

Students should plan to arrive at school **AFTER** 7:30 AM unless other arrangements have been made with the principal or students are participating in supervised activities. **There is no school supervision prior to 7:30 AM.** The opening bell rings at 7:40 and students are expected to be seated and ready to begin at 7:45. School is dismissed daily at 2:30 PM.

Leaving While School Is In Session

When a student needs to leave school early, parents/guardians should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school there are two types of absences: excused and unexcused as defined below.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness(including up to 5 days per school year for mental or behavioral health of the student) or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency

5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court (subpoenaed as witness)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation
10. Court (personal reasons)

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the school's Attendance Line before 7:45 a.m. to explain the reason for the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 9:45 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

Tardiness

All students are expected to be in their classroom seats when school begins and again after their lunch/recess. Please do not inconvenience others or waste class time by arriving late. Students who are ~~more than 5 minutes~~ late to school must sign in at the office.

Truancy

A "truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE's online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the school office to request a Prearranged Absence. Please note that pre arranging an absence does not excuse absences that would otherwise be unexcused.

Parent/Guardian Role

According to the Illinois School Code, it is the parent's responsibility to see that his/her child is in regular school attendance. This includes arriving at school on time. Article 26 of the School Code recognizes the following reasons as valid cause for missing school: (a) illness; (b) death in the immediate family; (c) other absences determined by the Board of Education; (d) circumstances which cause reasonable concern to the parent for the safety or health of the student. Absences other than those stated above will be considered unexcused. Those include (a) keeping a child home to baby-sit; (b) helping a parent at home (especially the day before a holiday); (c) going shopping; (d) vacation, visiting friends or relatives; and/or (e) participating in a community sponsored activity such as gymnastics, a play, or church related programs. This is not all-inclusive. Any exceptions to the list will be considered by the administration.

Falsification of Attendance Information

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention or suspension from school.

Chronic Absenteeism

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse and the student's counselor. The purpose will be to discuss the reasons for those absences.

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a “valid cause” and out-of-school suspensions for an enrolled student.

“Student” means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student’s chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student’s attendance problem. .

Withdrawal from School

Parents must notify the principal of their student's intent to withdraw. On the student's last day of attendance he/she must report to the office before school. After all financial obligations have been met, he/she will be eligible for a refund of the unused portion of Book Rental charges. The student's records will be forwarded as soon as the office receives written authorization for the records to be released.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Board Policy 7.80, *Release Time for Religious Instruction/Observation*

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Development Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the local radio stations if you suspect that early dismissal is a possibility. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:
Board Policy 4.170, *Safety*

Grading & Promotion

School report cards are issued to students at the end of the year. Student performance is available through the online portal at any time. Progress reports are available at the end of October and February. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:
Board Policy 6.280, *Grading & Promotion*

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Make up Work, Advance Assignments, and Picking up Assignments

A parent/guardian may phone the school before 9:15 AM to pick up assignments and books in the office after school that same day. Requests made after 9:15 AM may be picked up the following day after school. Arrangements also may be made to send work home with a sibling or a friend or teachers may make work available through electronic means.

All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. A student that has an excused absence will generally be allowed twice the number of days absent to turn in assignments. However, a student may be required to take previously announced tests on the day he or she returns to school.

Parents must contact the school if it is known in advance that there will be an absence from school for an extended time due to family obligations or other unavoidable reasons. Requests for assignments may be made no more than one week before the absence. In general, assignments are available for only one week at a time. All advanced assignments are expected to be turned in on the day of the student's return to school. Students should also check for additional missed work when they return. Although written materials can be worked on away from school, much of classroom instruction involves discussions, demonstration, and "hands on" activities. These instructional methods are a vital part of the learning process and cannot be duplicated away from school.

Home and Hospital Instruction

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact the Principal's office.

Cross Reference: Board Policy 6.150, *Home and Hospital Instruction*

Section 3 - Student Fees

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. ~~Some students may be unable to pay these fees~~. Students will not be denied ~~educational services or academic credit~~ the opportunity to participate in curricular and extracurricular program of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is

met: The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;

1. 1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs ~~free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;~~
2. ~~The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).~~
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
4. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Building Principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Building Principal.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Cross Reference:
Board Policy 4.110, *Transportation*
Board Policy 4.140, *Waiver of Student Fees*
Administrative Procedure 4.140-AP 1, *Fines, Fees, and Charges – Waiver of Student Fees*
Exhibit 4.140-E1, *Application for Fee Waivers*
Exhibit 4.140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

Breakfast and lunch are served in every school, every school day, unless there is an emergency early dismissal.
Menus and meal prices are listed on the Unit 5 webpage. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Cross Reference:
Board Policy 4.130, *Free and Reduced-Price Food Services*

Section 4 - Transportation and Parking

Bus Transportation

The district provides free bus transportation to and from school for all students living 1.5 miles or more from his or her assigned school, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parents/guardians may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

A list of bus stops will be published at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

Bus Assignment

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents or the Transportation Department.

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2 - Attendance and Promotion "Emergency School Closings".

Bus Conduct

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Prohibited Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in Board Policy 7.190, *Student Behavior.*
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Scan their Bus ID when they board the bus and when they exit the bus.
- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the superintendent may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the Building Principal will meet with the student to address the reported incident. This may include a reprimand for inappropriate behavior and may result in a detention. A copy of the bus report may be taken home by the student to be signed by the parent and returned the next day.
- **On the second offense**, the Building Principal will meet with the student to address the reported incident. The student may be assigned up to three days of detention. A copy of the bus report will be sent home.
- **On the third offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Building Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral to the superintendent for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross Reference:
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Bicycles

Bicycles may be parked in the bicycle racks located at the school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot**.**

Pedestrians

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

Transportation for School Activities

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

Parking

The school has many locations available for school visitor parking.

Those dropping off and picking up children may do so in the drop off lane location during the following hours: 7:30 AM until 7:40 AM and after 2:25 PM.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:
Board Policy 4.110, *Transportation*
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
Board Policy 7.220, *Bus Conduct*
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with health care professionals and organizations to make decisions best for the students and school community.

Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at:

www.illinois.gov/hfs/medicalprograms/allkids

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician

licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year ***prior*** to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply…then the local school authority **shall exclude that child from school** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s)he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on the link below or check with your health care provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the first day of the school year.

Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal; an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows 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; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:
Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing

screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

Cross Reference:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables.

Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*
Board Policy 6.50, *School Wellness*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school until the child has been cleared by the school nurse.

Bed Bugs

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Physical Education Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE.

An excuse may also be based on religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for

opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication* Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement lockdown drill to address a school shooting incident, and one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Cross Reference:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following elementary schools:

School	Reunification Site
Benjamin	Eastview Christian Church
Carlock	Eastview Christian Church
Cedar Ridge	Eastview Christian Church
Colene Hoose	Eastview Christian Church
Fairview	Eastview Christian Church
Fox Creek	Eastview Christian Church
Glenn	Eastview Christian Church
Grove	Eastview Christian Church
Hudson	Eastview Christian Church
Northpoint	Eastview Christian Church
Oakdale	Eastview Christian Church
Parkside Elem.	Eastview Christian Church
Pepper Ridge	Eastview Christian Church
Prairieland	Eastview Christian Church
Sugar Creek	Eastview Christian Church
Towanda	Eastview Christian Church

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

Section 6 - Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint

may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting with the hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Arrival time

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:45 a.m. and students are dismissed at 2:30 p.m. each day.

School Dress Code

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats and sunglasses may not be worn in the building during the school day.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing which fails to adequately cover the body will not be permitted.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the principal **before** wearing the items to school.

Cross Reference: Board Policy 7.160, *Student Appearance*

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to (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 other 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. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parent/guardian are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference:
Board Policy 7.125, *Student Discipline Philosophy*

Student Behavior

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.

When and Where Conduct Rules Apply

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:

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.
5. During periods of remote learning.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale alcoholic beverages. 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, bartering, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

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.
d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
f. Any inhalant, regardless of whether it contains an illegal drug
g. 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 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.
h. 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.
i. "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, or 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.
j. 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.

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 knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar 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, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, commonly known as "sexting."

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

(a) The supervising teacher grants permission;
(b) Use of the device is provided in a student's IEP; or
(c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

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, or 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
11. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
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, a school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
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.
17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
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 with 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.
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.

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.

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 where 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.

Efforts, including the use of positive interventions, supports and progressive discipline, 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. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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.

Disciplinary Measures

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-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
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.
6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention 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.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option 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 handbook or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7.220, *Bus Conduct*.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7.200, *Suspension Procedures*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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.

Weapons

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C.§ 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

Re-Engagement of Returning Students

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 exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office or 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. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 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 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.

The Superintendent, Building Principal, Associate Building Principal, Assistant Building Principal or School Administration manager (SAM) 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 bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:
Board Policy 7.190, *Student Behavior*
Board Policy 7.125 Student Discipline Philosophy
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

Vandalism/Damage to Property or Loss of School Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will be held responsible for the loss of school property. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. In the case of vandalism or damage of property, the offender may be reported to appropriate law enforcement agencies.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school 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 District or school if the bullying causes a substantial disruption to the education 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 non-school related activity, function, or program.

Definitions from Section 27-23.7 of the *School Code* (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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) 1-2.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, District Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:	Name:	M. Curt Richardson
and	Address:	1809 West Hovey Ave; Normal IL 61761
Nondiscrimination	Email:	richardmc@unit5.org
Coordinator:	Telephone:	(309) 557-4082
Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians 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.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of 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.

6. 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.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet 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 also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification or areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
    a. *2.260* ~ A student may use this policy to complain about bullying.
    b. *6.60* ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. *6.65* ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
    d. *6.235* ~ 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. *7.20* ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
    f. *7.185* ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. *7.190* ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. *7.310* ~ This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Cross-References:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

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

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

Making a Complaint, Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, 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.

Complaint Manager:	Name:	M. Curt Richardson
and	Address:	1809 West Hovey Ave; Normal IL 61761
Nondiscrimination	Email:	richardmc@unit5.org
Coordinator:	Telephone:	(309) 557-4082
Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

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 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 discipline 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.

Cross Reference:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Theft or Possession of Stolen Property

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (l0) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or “I didn’t know it was there” will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate or Assistant Principal 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 bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The superintendent may suspend a student from riding the bus in excess of 10 days for safety reasons.

Cafeteria Rules

- Students shall not save seats for other students.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.

- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross Reference:
Board Policy 6.240, *Field Trips*

Section 7 - Internet, Technology, Publications

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;

2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the networks in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the Acceptable Use statement as well as sign the receipt and acknowledgement section of the Elementary Handbook before students will be granted access.

Cross Reference:
Board Policy 6.235, *Access to Electronic Networks*
Administrative Procedure 6.235-AP1 *Student Acceptable Use of Electronic Networks*
Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Non-School-Sponsored Publications/Websites

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal, e.g, before the beginning or ending of classes at a central location inside the building.
3. The Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:

a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
d. Is reasonably viewed as promoting illegal drug use; or
e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
f. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students ; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Cross Reference: Board Policy 7.310, *Restrictions on Publications*

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Section 8 - Search and Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school resource officers.

Access to Student Social Networking Passwords & Websites

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website.

Cross-references:
Board Policy 7.140, *Search and Seizure*
Board Policy 7.190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websit*es

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Building Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference: Board Policy 7.140, *Search and Seizure*

Section 9 - Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)

_____ (phone number)

_____ (office location)

Discipline of Children with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act ("IDEA") and the Illinois State Board of Education's *Special Education* rules when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Isolated Time Out, Time Out, and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Exemption from Physical Education Requirement

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services 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.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference:
Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Principal.

Cross Reference:

Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross Reference:
PRESS 7:340-AP1, *School Student Records*

Section 10 - Student Records, Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions., such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross References:
Board Policy 7.15, *Student and Family Privacy Rights*
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

(1) Basic identifying information;
(2) Academic transcript; Report cards
(3) Attendance record;
(4) Record of release of permanent record information; and
(5) High school State assessment test scores;

And may also consist of:

(1) Honors and awards received; and
(2) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

(1) A record of release of temporary record information;
(2) Elementary State assessment test scores;
(3) Completed home language survey form;
(4) Information regarding serious infractions that resulted in discipline; and
(5) Indicated Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act
(6) Accident Reports
(7) Health related information

And may also consist of:

(1) Family background information;
(2) Intelligence test scores, group and individual;
(3) Aptitude test scores;
(4) Reports of psychological evaluations;
(5) Elementary and secondary achievement level test results;

(6) Participation in co-curricular activities or athletics;
(7) Honors and awards received;
(8) Teacher anecdotal records;
(9) Other disciplinary information;
(10) Special education files;
(11) Any verified reports or information from non-educational persons, agencies or organizations; and
(12) Other verified information of clear relevance to the education of the student.

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be $.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

(1) To a parent, student, or authorized representative;
(2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
(3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
(4) To any person for the purpose of research, statistical reporting, or planning;
(5) Pursuant to a court order;
(6) To any person as specifically required by State or federal law;
(6.5) To juvenile authorities when necessary for the discharge of their official duties;
(7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
(8) To any person, with the prior specific dated written consent of the parent;
(9) To a governmental agency in furtherance of an investigation of a student's school attendance;
(10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or

(11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
(12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1) accuracy;
2) relevance; or
3) propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

(1) The right to present evidence and to call witnesses;
(2) The right to cross-examine witnesses;
(3) The right to counsel;
(4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The district routinely discloses "directory" type information without consent. Directory information is limited to: student's name, address, gender, grade level, and birth date and place, and parents' names, mailing addresses, electronic mail addresses, and telephone numbers; photographs, videos and digital images used for informational or news-related

purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Section 11 - Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Standardized Testing

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. The Superintendent or designee shall develop and supervise a student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Illinois Assessment of Readiness (IAR), to all students 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.

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 Board policy 6.280.
4. Utilizes professional testing practices.

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. Board policy 7.340, and its implementing procedures govern recordkeeping and access issues.

Cross Reference:
Board Policy 6.340, *Student Testing and Assessment Programs*

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross Reference:
Board Policy 6.60*, Curriculum Content*
Administrative Procedure 6.60-AP1 *Comprehensive Health Education Program*
Exhibit 6.60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Erin's Law- Child Protection

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at http://www.cfchildren.org/child-protection or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:
Board Policy 6.60-AP1 *Comprehensive Health Education*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross Reference:
Board Policy 6.140, *Education of Homeless Children*
Administrative Procedure 6.140-AP1, *Education of Homeless Children*

Parental Involvement (Title 1)

Schools that are eligible for Title I services have an annual meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

If you have any questions, please contact the parent liaison for Title I services at the unit office, 309.557.4400

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Title 1 District Coordinator at the unit office, 309.557.4400.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Coordinator of Title I services at the unit office, 309.557.4400.

The State's resources on parental involvement can be located at http://illinoisparents.org/. The State's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross Reference:
Board Policy 6.170, *Title I Programs*

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

(1) be involved in the education of their children;, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services, Leslie Webb at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations at the unit office 309.557.4000.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:
Board Policy 4.160-AP1, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
Board Policy 5.90, *Abused and Neglected Child Reporting*

Asbestos Management Plans

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross Reference:
Board Policy 4.170, *Safety*

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, 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.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross Reference:
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police website.

The Illinois State Police website contains the following:

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm
Illinois Sex Offender Registry, http://www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry, http://www.isp.state.il.us/cmvo/

Cross Reference:
Board Policy 4.170, *Safety*
Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX,

"No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.."

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"*McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies."*

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309-557-4400

The Title IX Coordinator and 504 Coordinator may be reached at the same address.

- Attorney for the District-Title IX Coordinators
- Attorney for the District- 504 Coordinator

Parent/Guardian Involvement

Parent-Teacher Conferences

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parents/Guardians will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Please contact your school for contact names and meeting dates of your school's parent group.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and co-curricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and School Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and School Volunteers*
Exhibit 6.250-E1, *Volunteer Information Form and Waiver of Liability*

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody

agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

McLean County Unit District No. 5

Appendix

Exhibit

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

1) Network Traffic Logs ~ In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

2) Website Visit Logs ~ District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

3) Cookies ~ Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

4) Information Voluntarily Provided by You ~ In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

McLean County Unit District No. 5

Exhibit

Student Authorization of Acceptable Use of Electronic Networks

User Signature of Agreement:
I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print):_____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:
I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature _____

Date: _____

Office Use Only:
Date Received for File: _____ **By:**_____

McLean County Unit District No. 5

Exhibit

Acceptable Use Letter to Parents/Guardians

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed_____ ***Date***_____

Medication Authorization Form

Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	
Yes No	

_____ _____ _____

Date Physician's Signature **Only** Physician's Telephone

Nurse's Initials_____

McLean County Unit District No. 5

Exhibit

Exhibit Request for Authorized Personnel to Perform a Procedure at School

TO THE LICENSED PRESCRIBER:

When it is necessary for a student to have a physician-prescribed procedure performed at school, the following information **must be provided:**

_____ is to have
(Name of Student)

_____ at _____
(Name of Procedure) (Time(s) of Day)

Special Instructions _____

_____

_____

_____

_____

_____

_____

_____

Prescriber's Name (Print or Stamp) _____

Prescriber's Signature _____

Telephone _____ Date_____

Medication student takes at home or at school _____

_____

TO THE PARENT OR GUARDIAN

I authorize McLean County Unit District No. 5 personnel to perform the procedure(s) prescribed above for my student: _____. I acknowledge that it may be necessary for the procedure to be performed by an individual other than a school nurse, and specifically consent to such practices. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child, to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature _____

Address _____

Telephone _____ Date _____ Nurse's Initials

McLean County Unit District No. 5

Junior High School Handbook

2023-2024

Chiddix Junior High School
Evans Junior High School
Kingsley Junior High School
Parkside Junior High School

McLean County Unit District No. 5

Chiddix Junior High School

300 S. Walnut Street
Normal, Illinois 61761
Main Line: (309) 557.4405
Attendance Line: (309) 557.4454
Fax: (309) 557.4506
Web address: www.unit5.org/cjhs
Ms. Mariana Nicasio, Principal
Mr. Daniel Tripp, Associate Principal

Evans Junior High School

2901 Morrissey Drive
Bloomington, Illinois 61704
Main Line: (309) 557.4406
Attendance Line: (309) 557.4455
Fax: (309) 557.4507
Web address: www.unit5.org/ejhs
Mrs. Kimberly Martin-Boyd, Principal
Mr. Brett Papoccia, Associate Principal
Ms. Sarah Crowder, Assistant Principal

Kingsley Junior High School

303 Kingsley Street
Normal, Illinois 61761
Main Line: (309) 557.4407
Attendance Line: (309) 557.4456
Fax: (309) 557.4508
Web address: www.unit5.org/kjhs
Ms. Elisa Palmer, Principal
Mr. Sylvester Davis, Associate Principal
Mr. Dennis Larson, Assistant Principal

Parkside Junior High School

101 N. Parkside Road
Normal, Illinois 61761
Main Line: (309) 557.4408
Attendance Line: (309) 557.4457
Fax: (309) 557.4912
Web address: www.unit5.org/pjhs
Ms. Aimee Oxarart, Principal
Mr. Cody Pullium, Associate Principal

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McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org
General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Sargent, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Dani Wipperman, Assistant Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Webb, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Monica Wilks, Director of Human Resources	557.4400
Megan Peterson, Assistant Director of Human Resources	557.4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Candid Omachel, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4103
Norm Hicks, Supervisor – Maintenance/Grounds Services	557.4103
Craig Montgomery, Supervisor – Custodial Services	557.4103
JoAnna Rewerts, Director of Food Service	557.4437

SECTION 1 - GENERAL INFORMATION AND NOTICES

OVERVIEW

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website *WWW.UNIT5.ORG/BOARD/POLICIES/* or at the Board office, located 1809 West Hovey Avenue, Normal, Illinois for current information**.**

McLEAN COUNTY UNIT 5 SCHOOLS MISSION STATEMENT

"Unit 5 will educate each student to achieve personal excellence."

McLEAN COUNTY UNIT 5 SCHOOLS DIVERSITY STATEMENT

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the District will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Director of Communications/Community Relations
Diversity Officer

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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, identifying their name, the date and time of arrival, and the classroom or location they are visiting, show identification, and wear a visitor's badge. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office to sign out and return their badge before leaving the school.

Visitors are expected to abide by all school policies and procedures during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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.
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.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
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.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, (b) students will not be exposed to a dangerous animal or an unhealthy environment, and (c) an application must be approved before an animal may be brought into any school facility.

Cross Reference:
Board Policy 6.100, *Using Animals in the Educational Program*
Exhibit 6.100-E1*, Guidelines and Application for Using Animals in School Facilities*

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

School Volunteers and Visitors

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the Building Principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station and the Unit 5 website to be advised of school closings. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If schools dismiss early for an emergency, all after-school functions are automatically canceled.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. The District will provide auxiliary aids or services where necessary and appropriate. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Awareness and Prevention of Child Sexual Abuse,Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference: Board Policy 4.165

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:
7:285, Food Allergy Management Program
7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Secure Gun Storage

The Board of Education of McLean County Unit 5 has adopted a resolution directing the Superintendent to include information in student handbooks about safe gun storage and the legal obligations regarding the secure storage of firearms.

Unsecured firearms put children and staff at risk in our schools and beyond. Adults may be liable both criminally and civilly when a child gains unsupervised access to firearms which are not appropriately and securely stored.

According to the Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/, every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day. More than 1,200 children die by gun suicide each year. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.

One study found that although 70 % of parents believe their teen cannot access the gun(s) in their home, more than one-third were contradicted by their child's report. he study also found that in households where parents said their child could not access a firearm, 21.8% of their children indicated that they could access a firearm within 5 minutes and 14.9% indicated that they could access a firearm in more than 5 minutes but less than 1 hour. Research shows that secure firearm storage practices are associated with up to an 85% reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects children in the home as well as students throughout the school district and community.

Nothing in the foregoing shall be read to establish an implied or contractual right of action for a victim of gun violence.

1. Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/. Analysis includes incidents that occurred between 2015 and 2019.
2. Id.
3. Johnson RM, Barber C, Azrael D, Clark DE, Hemenway D. Who are the owners of firearms used in adolescent suicides? Suicide and Life-Threatening Behavior. 2010;40(6):609-611.
4. Id.
5. Salhi C, Azrael D, Miller M. Parent and Adolescent Reports of Adolescent Access to Household Firearms in the United States. JAMA Netw Open. 2021;4(3):e210989. doi:10.1001/jamanetworkopen.2021.0989
6. Id.
7. https://everytownresearch.org/solution/responsible-gun-storage/

MCLEAN COUNTY UNIT 5 MEAL PROGRAMS INFORMATION

McLean County Unit District 5 uses the family portal computerized point of sale system to track meal deposits and purchases. Parents and guardians may view activity in their accounts through the family portal from the McLean County Unit 5 webpage at www.unit5.org. Accounts are usually updated by 5 pm each day.

ENTERING PAYMENTS ONLINE USING FAMILY PORTAL

Parents may enter electronic payments from the Food Service tab in the family portal. Instructions for entering lunch payments through Family Access are available at www.unit5.org. Online payments are processed in "real time" and a confirmation email will be sent when credit card payments are added to your account.

IDENTIFYING STUDENTS IN THE BREAKFAST & LUNCH LINES

To identify students in the breakfast and lunch lines, each student swipes their ID card.

FOOD SERVICE ACCOUNT

Each family will have a food service account. If you have children in elementary or high school, all family members' purchases will be deducted from the same account. Deposits are made to one family account and the price of each child's lunch is subtracted from that account. Your head of household's username will give you access to view payments and purchases as well as enter payments online. If you need a username and password please contact the school office. If you would like separate lunch accounts for your children, please call the Food Service office at 309-557-4437. Once students have individual accounts, deposits must be sent separately for each student.

Please send deposits in an envelope listing the student's legal name, head of household's full name and amount to deposit into the family account. Envelopes are available in the junior high cafeterias, and a drop box is located on the serving room door. Deposits in the drop box by 9:30 a.m. will be in your child's account before lunch that same day. Checks should be made payable to McLean County Unit 5 Food Service. The meal costs for breakfast and lunch are posted on the menus at unit5.org. Please do not combine checks for anything else with your food service deposit. There will be no change given. Whatever you send will be deposited into your account. Any checks returned from the bank will be subtracted from the lunch account and a $25 fee will be charged for each returned check.

If students have a negative balance in their account, they will be offered a substitute lunch (such as peanut butter, crackers, milk, and fruit/vegetable) and charged for the cost. If the negative balance continues, the account will be turned over to collections.

Please use the family portal to view your child's account transactions. If you have any questions or concerns about your account please call the food service office (309-557-4437) as soon as possible. Adjustments to accounts must be made within 10 days of month end. If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the District should send a letter to the Food Service Office requesting payment of the remaining balance. The District will refund balances that are over the cost of processing the refund check.

A LA CARTE PURCHASES

In addition to the lunch choices, students have the option of purchasing a la carte items each day. Some of our most popular choices are: the lunch entrée: bottled juice, cookie, or breadsticks w/pizza sauce. Please talk to your children to determine the amount of money needed in their account to cover these costs. If you prefer that your child be allowed to purchase only lunch and no a la carte items, please call the Food Service office at 309-557-4437.

STUDENTS QUALIFYING FOR FREE OR REDUCED-PRICED MEALS

Students that qualify for free meals do not need to deposit money for lunch. If your child wishes to purchase ala carte items, such as extra entrée, cookie, or bottled juice, you will need to deposit money for those items. The steps for payment are the same as described above.

Thank you for supporting the school breakfast & lunch programs. We hope this system will be convenient for you and your family. If you have any questions or concerns, please call 309-557-4437.

SECTION 2 - ACADEMIC PROGRAM

OVERVIEW

The junior high school curriculum offers students a wide variety of educational experiences designed to enrich and intellectually challenge all students. Students in 6th, 7th and 8th grade will take a core group of classes consisting of

Language Arts, Literature and Composition, Math, Science, and Social Studies. All students will take Physical Education/Health. This is a yearlong course that combines physical fitness and conditioning, team and individual activities, and 6 weeks of classroom instruction in health education.

Students also enroll in a series of semester long elective classes. In 6th and 7th grade, this may include Art, Computers, Digital Media, FACS, and Gateway to Technology. In 8th grade, two semester long elective course options will be available from the following areas: Art, Digital Media, FACS, and Gateway to Technology.

In 6th, 7th and 8th grade, all music is an elective in which students may enroll in band, orchestra or chorus. ~~Foreign language is also an elective in 8th grade, and includes choices in French, Spanish or German. These are high school courses and are offered during zero hour at each high school. Parents are required to transport students to the high school and they will return to their middle school via district transportation. Foreign language is a yearlong course and students that enroll will remain in the class for the duration of the year.~~

Specialized education programs are available that provide services for students with special needs. Their services include gifted education programs, 504 services, speech and language programs, CARES plans, and a variety of special education programs to meet the needs of all learners.

INSTRUCTIONAL MATERIALS CENTER

The IMC provides Information Literacy Instruction and 21st Century Skills through collaboration with classroom teachers. Various materials including print, audio, and online resources are available for use and check out; the loan period for most items is three weeks. Students are assessed late fees per school day per item if not returned by the due date. The IMC also promotes lifelong learning and reading through collaboration with the local public libraries and other Junior High libraries in programming and special events.

PHYSICAL EDUCATION

The basic uniform for physical education class consists of black shorts, gray T-shirt, socks and gym shoes. The student's last name should be on the back of the shirt in black letters and should also be on all other pieces of clothing and equipment.

MEDICAL EXCUSE FROM PHYSICAL EDUCATION/HEALTH

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

RELIGIOUS EXEMPTION FROM PHYSICAL EDUCATION/HEALTH

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Cross references:
Board Policy 7.260, *Exemption from Physical Activity*

COMPUTER TECHNOLOGY

Unit 5 provides access to a variety of electronic devices, networking systems and software in order to promote educational excellence. Students who violate terms of the District's Acceptable Use of Electronic Networks Policy and related procedures will lose the privilege of using these resources and may also receive disciplinary action ranging from detention, suspension, expulsion, and/or appropriate legal action.

HOMEWORK

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or to apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete assignments within the allotted time frame.

The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

GRADE REPORTS

Student Academic Grade Reports are available through the parent portal link from either the Unit 5 website or the individual school website. Academic Report Cards are not mailed to parents with 6th – 12th grade students who have internet access, unless requested through the Guidance Office. If parents do not have internet access, your student's Academic Report Cards will be mailed to you at the end of each nine-week grading period. Parents/guardians are invited to contact teachers or counselors with any questions or comments regarding grades.

SECTION 3 - ATTENDANCE & PROMOTION

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross references: Board Policy 7.70, *Attendance and Truancy*

ARRIVAL TIME PROCEDURE

OVERVIEW

The school day starts at 8:45 a.m. The school will open for students at 8:20 a.m. All students must enter the building through the front doors. After students arrive on school grounds, they must stay until the end of the scheduled day. Leaving school grounds without permission after arrival is not permitted and will result in consequences ranging from a verbal reprimand to suspension from school.

DISMISSAL TIME PROCEDURE

At the end of the school day, students are expected to go to their lockers immediately and then leave the classroom area promptly, unless they have a scheduled activity or a meeting with a teacher. Students are to leave the building by 3:55 p.m.

Unit 5 Bus Riders

All students who are transported by Unit 5 buses must exit through the doors designated by the building administration.

Car Transportation

All students who are picked up after school by car should exit the building and be picked up in a location designated by the building administration.

Walkers

Walkers must exit through the doors designated by the building administration. Walkers may not be on the bus lane, or they will be treated as if they were out of their assigned area.

EARLY DISMISSAL

When weather requires that school be dismissed early, notification will be given to the news media so parents/guardians will know when school will be dismissed. All school functions are canceled when school is dismissed early, unless a team is involved in IESA State Tournament play.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. there are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

- Illness(including up to 5 days per school year for mental or behavioral health of the student) or injury
- Serious illness or death in the family
- Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required)
- Unavoidable accident or emergency
- Official school trips
- Observance of a Religious holiday or event
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Court Appearance (beyond student's control)
- Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
- Attend a civic event*
- Military Family Absence**
- Other situations beyond the control of the student as determined by the board of Education in Board Policy 7.70

*Any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide

appropriate documentation of participation in the civic event. "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

**A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Teachers may make work available through electronic means

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

- Lack of a ride to school
- Missing the school bus
- Oversleeping
- Participation in non-school sponsored activities
- Personal business
- Private vehicle breakdown or failure to start
- Vacation

Please note that by state law, students must be in academic classes 300 minutes a day (not including passing time) to receive a full day of attendance credit and 150 minutes to receive a half day attendance credit.

The school may require documentation explaining the reason for the student's absence.

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:45 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:45 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

Procedure for Leaving School Early

1. A parent/guardian must call the school to make arrangements for a student to check out early. This call should be made in advance when possible.
2. If the student's check out time is during a class period, the pass will be delivered to the classroom. If his/her check out time is during a passing period, the student may report directly to the office.
3. At the appropriate time, the student should report to the office and sign the Student Check-Out List. The student's copy of the Absent/Tardy Notice will be kept in the office until he/she returns to school.
4. All students checking out early must be picked up in the office and signed out by a parent or guardian, unless specific alternate arrangements have been approved.

If a student returns to school during the same school day in which the student left early, the student must report to the office to pick up his/her Absent/Tardy Notice, which will be the student's pass for re-admission to class.

Procedure for Arriving Late to School

1. If students are not in their first period class at 8:45 a.m., they must check in at the main office before reporting to any class. If the tardiness was not previously reported, the student's parent/guardian may be contacted.
2. Students will be given the yellow copy of an Absent/Tardy Notice with which they will be admitted to class that day. This copy is for the student to keep.
3. Students will receive progressive consequences for repeated unexcused tardies.

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the Associate Principal to request a Prearranged Absence. It is the student's responsibility to secure a prearranged Absent/Tardy Notice from the office and to make arrangements with each of his/her teachers regarding assignments. This should be done at least three days prior to his/her absence. Please note that pre arranging an absence does not excuse absences that would otherwise be unexcused.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

WITHDRAWAL FROM SCHOOL

Parents must notify the guidance office of their student's intent to withdraw. On the student's last day of attendance he/she must report to the guidance office before school. After the student checks out of each class and clears all financial obligations, he/she will be eligible for a refund of the unused portion of registration fees. The student's records will be forwarded as soon as the guidance office receives written authorization for the records to be released.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Board Policy 7.80, *Release Time for Religious Instruction/ Observance*

ATTENDANCE AT SCHOOL ACTIVITIES

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after-school co-curricular activity. Exceptions may be granted only by a building administrator.

Students leaving the building during any co-curricular activities, athletic games, etc. will not be readmitted to the scheduled event. Exceptions may be granted only by the administration.

MAKE-UP WORK

For all absences, a student will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers.

Arranging Make-Up Work

- If a student will be out of school two or more days, the parent/guardian should contact the school before 9:00 a.m. on the second day of absence. Assignments will be available for pickup after 2:45 p.m. that day.
- If a student will be absent two weeks or more, the parent/guardian should contact their student's counselor to inquire about homebound instruction.

Make-Up Work for Absences

All assignments and tests missed due to absence must be made up, regardless of the reason for a student's absence. Students will generally be allowed the number of days absent, not to exceed one week, to make up work missed due to absence. However, students may be required to take previously announced tests or turn in long-term assignments and projects on the day they return to school.

It is the responsibility of each student to get class notes or other material missed due to an absence. The student's teacher or other students may be contacted to get these materials. Students should be fully prepared to take any announced exam that was scheduled before his/her absence. The following guidelines should be used in setting deadlines for completion of make-up work:

- Make-up - given one day's notice, a student may be required to take a test or complete other make-up work at a prearranged time. The penalty for not completing this work will be decided by the teacher. The student must meet deadlines for tests and class work. It is the student's responsibility to be aware of all class assignments.
- Prearranged - as determined prior to absence.
- School-Initiated Absence (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. A student may be excluded from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

TRUANCY

A "truant" is defined as an unauthorized absence from homeroom, an entire class or classes a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, If a student is truant, the following consequences will be applied. school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE's online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;

- Additionally, a citation from the truancy issue to the School Resource Officer may be assigned or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

FALSIFICATION OF ATTENDANCE INFORMATION

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention, or suspension from school.

CHRONIC ABSENTEEISM

Parents/Guardians may receive automated notifications of their child's absences.

According to the State Board of Education Excessive Absenteeism is defined as those students who have missed 5% out of the last 180 school days.

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse, the student's counselor and an administrator. The purpose will be to discuss the reasons for those absences.
Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a "valid cause" and out-of-school suspensions for an enrolled student.

"Student" means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. Students with excessive absences will be subject to administrative consequences.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school for an extended period of time, or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction: (1) before the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and (2) as well as for up to 3 months after the child's birth or a miscarriage.

Cross Reference:
Board Policy 6.150, *Home and Hospital Instruction*

GRADING & PROMOTION

School report cards are electronically posted to the parent portal each semester. Parents can view grades at any time throughout the year by logging in to the Infinite Campus Parent Portal. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:
Board Policy 6.280, *Grading and Promotion*

SECTION 4 - STUDENT FEES

OVERVIEW

The district establishes fees and charges to fund certain school activities. ~~Some students may not be able to pay these fees.~~ Students will not be denied ~~educational services or academic credit~~ the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs ~~free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;~~
2. ~~The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or~~
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
4. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

Fines, Fees, and Charges; Waiver of Student Fees

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the following prerequisite is met:

- The student currently lives in a household that meets the income guidelines, with the same limits based on household size that are used for the federal free meals program.

The Building Principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Building Principal.

Cross Reference:
Board Policy 4.140, *Waiver of Student Fees*
Administrative Procedure 4.140-AP1, *Fines, Fees, and Charges – Waiver of Student Fees*
Exhibit 4.140-E1, *Application for Fee Waiver*

Section 5 - Transportation & Parking

Overview

Many students must be transported to school by bus. The Unit 5 Transportation Director will make bus assignments for eligible students. Any request for a change in bus assignment or for a change in pick-up or departure point must be made to the Transportation Director.

The telephone number is 557-4287 (557-4BUS).

Bus Transportation

Bus Assignment

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents and the Transportation Department.

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2-Attendance and Promotion 'Emergency School Closings.'

GENERAL RULES FOR UNIT 5 SCHOOL BUS RIDERS

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
9. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

In the interest of the student's safety, and in compliance with State law, students are expected to observe the following rules:

- Be waiting at your bus stop on time.
- Enter and exit the bus only when the bus is fully stopped.
- Students must scan their Bus ID when they board the bus and when they exit the bus.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.

GROSS MISCONDUCT

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

- Prohibited student conduct as defined in the Student Discipline policies.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action. Depending on the severity of the offense and past bus behavioral concerns, consequences will range from a student conference to an out of school suspension.

Frequent or severe reports may result in an immediate bus suspension and referral to the Board of Education for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Additionally, the School Board may suspend the student from riding the bus for a period in excess of 10 days if the student has engaged in gross disobedience or misconduct that endangers others. Parents will be liable for any defacing or damage students do to the bus.

Video and audio recording devices may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Recordings may be used for the purposes of investigation into misconduct or accidents on the bus.

PRIVATE TRANSPORTATION

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

BICYCLES

Bicycles may be parked in the bicycle racks located at each school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot**.**

PEDESTRIANS

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

TRANSPORTATION FOR SCHOOL ACTIVITIES

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

PARKING

The school has many locations available for school visitor parking.

Vehicles MAY NOT be parked or located in the BUS LANES or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:
Board Policy 4.110, *Transportation*
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
Board Policy 7.220, *Bus Conduct*
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

SECTION 6 - HEALTH & SAFETY

SCHOOL NURSE

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

PROCEDURES

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office on the sign-in sheet on the nurse's desk.

3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact the parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

ILLNESS OR ACCIDENTS AT SCHOOL

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids.

Cross Reference:
Board Policy 4.170, *Safety*

Emergency numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Immunization, Health, Eye and Dental Examinations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply…then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination" form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf to the local school authority. This form must be signed by both the parent/guardian and the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

EYE EXAMINATION

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois School to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

DENTAL EXAMINATION

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children in kindergarten, second and sixth grades to have an oral health exam. Each child shall present proof of exam by a dentist prior to May 15 of the school year.

EXEMPTIONS

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the Building Principal an "Illinois Certificate of Religious Exemption" form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:
Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Student Medication

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

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a

licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a School Medication Authorization Form has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a School Medication Authorization Form. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross References:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

FAILURE TO FOLLOW MEDICAL PROCEDURES

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking

improper doses of medication. Violators will be subject to consequences ranging from suspension or a recommendation for expulsion, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

Student concussions and head injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

VISION AND HEARING SCREENINGS

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

DISABILITY ASSISTANCE

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

HEALTH INFORMATION

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Counseling

Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference:
Board Policy 6.270, *Guidance and Counseling Programs*

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement lockdown drill to address a school shooting incident.

There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Cross References:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following junior high schools:

School	**Reunification Site**
CJHS	Eastview Christian Church
EJHS	Eastview Christian Church
KJHS	Eastview Christian Church
PJHS	Eastview Christian Church

Communicable Diseases

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- The parent/guardian is required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross References:
Board Policy 7.280, *Communicable and Chronic Infectious Disease*
Administrative Procedure 7.280-AP1, *Managing Students with Communicable or Infectious Diseases*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. The parent/guardian is required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school to be checked for head lice.

Bed Bugs

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Cross References:
Board Policy 7.250, *Student Support Services*

STUDENT INSURANCE

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means (from below).

Cross References:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*

PROCEDURES AT SCHOOLS

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian. The form is included in the back of the handbook. No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until this form is received by the school. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Reasonable accommodations will be made by Unit 5 schools to ensure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

Cross References:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Safe2Help Illinois

Safe2Help Illinois offers students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. This program is not intended to suspend, expel, or punish students. Rather, the goal is to get students to "Seek Help Before Harm."

Call: 844-4-SAFEIL

Text: SAFE2 (72332)

Email: HELP@Safe2HelpIL.com

Additionally, resources are available by calling the National Suicide Prevention Lifeline by dialing 988 or through the Crisis Text Line by Texting HOME to 741741 to connect with a Crisis Counselor.

Cross References:
Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

TREATS AND SNACKS [K-8]

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross References:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*
Board Policy No. 6.50 *School Wellness*

BUILDING SECURITY

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

SECTION 7 - DISCIPLINE & CONDUCT

STUDENT BEHAVIOR

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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

WHEN AND WHERE CONDUCT RULES APPLY

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:

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.
5. During periods of remote learning.

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.

2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale alcoholic beverages. 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, bartering, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
   b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
   d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician or licensed
   e. practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 2.270.Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
   f. 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 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.
   g. 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.
   h. "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, or 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.
   i. 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.
   j. 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 knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.

5. Students are allowed to possess and use electronic mobile devices before 8:45 a.m. and after 3:45 p.m., provided they do not cause a disruption and are not used, seen or heard during instructional time unless:

   a. The supervising staff member grants permission;
   b. Use of the device is provided in a student's IEP; or
   c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, smart watch, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the devices to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, including but not limited to 'sexting' or physical aggression.

6. 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.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
8. 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.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
10. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. 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, a school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
15. 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.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. 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 with 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.
19. 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.
20. 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.
21. ~~Students are not allowed to receive deliveries during school hours including, but not limited to food items (Pizza, etc.) gifts (bouquets, balloons, etc.). Any deliveries will remain in the office until the end of the school day. Deliveries for food items will be refused, unless arranged in advance with school administration.~~ Outside deliveries for students are not allowed. Office personnel will not accept or be responsible for deliveries of outside items such as food delivery, gifts, flowers, balloons, etc. to students.

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 where 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.

Efforts, including the use of positive interventions, supports and progressive discipline, 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. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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.

DISCIPLINARY MEASURES

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-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention 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.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration may use this option 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 handbook or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7.220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7.200, *Suspension Procedures*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons,

or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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.

WEAPONS

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C.§ 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

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.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement

agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 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 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.

The Superintendent, Building Principal, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) 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 bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

STUDENT HANDBOOK

The Superintendent or designee, with input from the parent-teacher advisory committee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be posted on the district and school websites after July 1st.

Gang AND Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross references:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Vandalism/Damage to Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies

Bullying, Intimidation and Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon actual or perceived race, color,national origin, 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 the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct; Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student Nondiscrimination Coordinator, a school counselor or building administrator or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Contact the school or district office for the name(s) of the Nondiscrimination Coordinator and/or Complaint Managers.

TEEN DATING VIOLENCE PROHIBITED

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

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

1. Fully implements and enforces each of the following Board policies:
    a. *Board policy 7.20*. 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. *Board policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence
    b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board policy 7.20*.
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.* 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.*
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Cross-references:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Prevention and Response to Bullying, Intimidation, and Harassment*
Board Policy 7.185*, Teen Dating Violence Prohibited*
Board Policy 7.190, *Student Behavior*

Theft or Possession of Stolen Property

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate Principal 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 bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Cross References:
Board Policy 7.190, *Student Discipline*
7.190-AP2, *Gang Activity Prohibited*

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and delay the prompt resolution of school related problems. Students will be subject to detention assignments, or suspension from school. Students who obstruct an investigation may also be reported to appropriate law enforcement agencies.

Insubordination

Students have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in detention(s), suspension or a possible expulsion recommendation.

Behavior at School Activities

School activities, including events held away from the school facility, are an extension of the educational program. The same standards of conduct apply when students attend school activities as apply during the school day.

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

Public Display of Affection

Behaviors that are not appropriate for public places make other people uncomfortable show poor judgment and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection. An In-School Suspension or Out of School Suspension may be assigned for flagrant offenses. Continued offenses will be handled as willful insubordination by the administration. Suspension or expulsion may result.

School Dress Code

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Coats and sunglasses may not be worn in the building during the school day.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories (scarfs/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Metal studs, chains longer than jewelry, and any other objects that may be used as weapons or that may be hazardous to persons or property are specifically prohibited.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the Associate Principal before wearing the items to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In School Suspension. Persistent violations will be handled as willful insubordination and a disciplinary consequence may be assigned.

Cross References:
Board Policy 7.160, *Student Appearance*

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross References:
Board Policy 6.240, *Field Trips*

BEHAVIOR CONSEQUENCES/INTERVENTIONS

REMOVAL FROM THE CLASSROOM

Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health or property. Removed students shall be directed to report immediately to the Associate Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Principal or designee pending further discipline when applicable.

DETENTION ASSIGNMENTS

Detention assignments may be made by individual teachers or by the Administration. Detentions may be assigned before school, after school, or during lunch. Lunch detentions may be issued at the teacher's or administrator's discretion. Students will be given written notice at least one day before the assignment is to be completed. Students must arrange for their own transportation after a detention assignment. Detention forms must be signed and returned, and detentions must be completed as assigned. A missed detention will be doubled. Students who fail to complete doubled detentions may be assigned an in-school suspension.

IN-SCHOOL SUSPENSION

An administrator may assign an In-School Suspension as a consequence for inappropriate behavior choices. Students will be supervised in the school by an administrator, teacher or teaching assistant during the In-School Suspension. Teachers will supply classroom work/activities and the students will work on assignments throughout the day.

OUT-OF-SCHOOL SUSPENSION

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

EXPULSION FROM SCHOOL

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

RE-ENGAGEMENT OF RETURNING STUDENTS

The Building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion, or other extended absence related to a disciplinary action, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross Reference:
Board Policy 7.190, *Student Discipline*
Board Policy 7:190-AP2, *Gang Activity Prohibited*

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions
The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.
a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.
a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the District's email system constitutes consent to these regulations.

Internet Safety
Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
The system administrator and Building Principals shall monitor student Internet access.

Cross Reference:
Board Policy 6.235, *Access to Electronic Networks*
Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*
Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal,e.g.,, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    d. Is reasonably viewed as promoting illegal drug use; or

e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
f. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

<u>Access to Non-School Sponsored Publications</u>

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students ; or

6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Cross Reference:
Board Policy 7.310, *Restrictions on Publications*

BULLETIN BOARDS, SIGNS AND POSTERS

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of ~~one of the Assistant Principals~~building administration. Violations will result in possible school disciplinary consequences.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

SECTION 9 - SEARCH & SEIZURE

OVERVIEW

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district

policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Cross Reference:
Board Policy 7.140, *Search and Seizure*
Exhibit 7.140-E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act*

STUDENT SEARCHES

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:
Board Policy 7.140, *Search and Seizure*

SECTION 10 - ATHLETICS AND CO-CURRICULAR ACTIVITIES

OVERVIEW

Unit 5 considers its student members of Illinois Elementary School Association (IESA) sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege. Because these students represent our school, the standard of student conduct is necessarily high and without exception.

CLUBS/ORGANIZATIONS

Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Specific information on membership and participation will be in the announcements and posted on the office bulletin board.

Interscholastic Athletics

IESA

Eligibility for most athletics is also governed by the rules of the IESA and, if applicable, these rules will apply in addition to Unit 5's Athletic Code of Conduct. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

ATHLETIC ELIGIBILITY

Eligibility will be determined for all students who are involved in athletic activities. If a student is receiving a score for a course that indicates a lack of evidence of progressing towards mastery he/she will be ineligible to participate in athletic contests during the following week. Administrators and coaches may establish stricter eligibility rules for their respective sport. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.

PROCEDURE FOR INELIGIBLE STUDENT

Students declared academically ineligible will not participate in athletic contests. They may be required to practice, required to study at school during practice time, or not allowed to remain at school during practice time. Ineligible students may not dress in uniform for athletic contests; however, they may sit on the bench. An administrator may also require an ineligible student to stay in school when an away game requires an early release from school. The ineligible-to-participate period is from 8:45 a.m. Monday to 8:45 a.m. the next Monday.

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity (including try-out):

- A copy of the student's birth certificate.
- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
- Other information as requested by the administration.

DUAL PARTICIPATION GUIDELINES

If a student participates in two or more overlapping IESA sports or one IESA sport combined with cheerleading or pompoms, the athletic director or designee will meet with the coaches and students involved to determine a reasonable practice and game participation schedule for the student.

The athletic director or designee will make every effort to ensure that the student has every opportunity to successfully participate in dual activities without compromising the integrity of the activities.

GIRLS ATHLETICS	**BOYS ATHLETICS**
Basketball	Baseball
Cheerleading	Basketball
Cross Country	Cross Country
Dance	Track
Softball	Wrestling
Track	
Volleyball	

ATHLETIC CODE

It is the policy of the McLean County Unit 5 School District that any student engaging in gross disobedience or misconduct, or possessing or consuming alcoholic beverages and/or drugs, possessing or consuming over the counter chemical substances or engaging in illegal or other inappropriate behavior which reflects poorly on the school and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions including, but not limited to, immediate suspension from the team or club for which the student is currently participating. The Building Principal or designee, team coach or club sponsor, Associate Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate will announce the disciplinary sanctions and/or suspension at a conference that may be attended. Refer to Athletic Code in the Appendix.

DRUGS, ALCOHOL AND TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the “Medication at School” section of the handbook for appropriate use of prescription and over the counter medicine at school.

RULES IN EFFECT

The rules set forth in the Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

Any athlete who is absent from school on the day of an activity is ineligible to participate in or attend any after school activity unless the absence has been approved in writing by Building Administrator. Exceptions may be made by the Building Administrator. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the Building Administrator.

TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of

transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Behavioral Conduct

Misconduct by students involved in co-curricular activities including athletics will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Refer to the Athletic Code in the Appendix.

Cross References:
Board Policy 6.190, *Co-Curricular Activities*
Board Policy 7.240, *Conduct Code for Participants in Co-Curricular Activities*

Section 11 - Special Education

Overview

It is the intent of Unit 5 to ensure that students who are disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* or the *Individuals with Disabilities Education Act* are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)
_____ (phone number)
_____ (office location)

Child Find Responsibility

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer to those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child's educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP upon request and at any other time upon request.

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*

MISCONDUCT BY STUDENTS WITH DISABILITIES

BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with children with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Cross Reference:
Board Policy 7.230, *Misconduct by Students with Disabilities*

Exemption From Physical Education Requirement

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:
Board Policy 6.310, High School *Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2, E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Section 12 - Student Records & Privacy

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

SURVEYS BY THIRD PARTIES

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions., such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross References:
Board Policy 7.15, *Student and Family Privacy Rights*
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

STUDENT RECORDS

School student records are confidential and information contained therein shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

CATEGORIES OF SCHOOL STUDENT RECORDS

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

(1) Basic identifying information;
(2) Academic transcript;
(3) Attendance record;
(4) Accident reports and health record;
(5) Record of release of permanent record information; and
(6) High school State assessment test scores;

And may also consist of:
(7) Honors and awards received; and
(8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:
(1) A record of release of temporary record information;
(2) Elementary State assessment test scores;
(3) Completed home language survey form;
(4) Information regarding serious infractions that resulted in discipline; and
(5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:
(7) Family background information;
(8) Intelligence test scores, group and individual;
(9) Aptitude test scores;
(10) Reports of psychological evaluations;
(11) Elementary and secondary achievement level test results;
(12) Participation in co-curricular activities or athletics;
(13) Honors and awards received;
(14) Teacher anecdotal records;
(15) Other disciplinary information;
(16) Special education files;
(17) Any verified reports or information from non-educational persons, agencies or organizations; and
(18) Other verified information of clear relevance to the education of the student.

INSPECTION AND ACCESS

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. 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. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the 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 students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements

of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

CONFIDENTIALITY

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

(1) To a parent/guardian, student, or authorized representative;
(2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
(3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
(4) To any person for the purpose of research, statistical reporting, or planning;
(5) Pursuant to a court order;
(6) To any person as specifically required by State or federal law;
(6.5) To juvenile authorities when necessary for the discharge of their official duties;
(7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
(8) To any person, with the prior specific dated written consent of the parent;
(9) To a governmental agency in furtherance of an investigation of a student's school attendance;
(10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
(11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
(12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

CHALLENGING STUDENT RECORDS

The parent/guardian may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1) Accuracy;
2) Relevance; or
3) Propriety

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parent/guardian will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent/guardian and school officials. The hearing officer will notify parent/guardian and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

(1) The right to present evidence and to call witnesses;
(2) The right to cross-examine witnesses;
(3) The right to counsel;
(4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parent/guardian and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parent/guardian and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

DIRECTORY INFORMATION

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parent/guardian names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

DESTRUCTION OF SCHOOL STUDENT RECORDS

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

ADVERSE ACTION

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross References:
Board Policy 7.15, *Student and Family Privacy Rights*
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

SECTION 13 - PARENTAL RIGHTS & NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;

- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Standardized Testing

Students and parents/guardians should be aware that students in grades 6-8 will take the PARCC Assessment in March/April.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Cross Reference:
Board Policy 6.340, *Student Testing and Assessment Program*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross References:
Board Policy 6.140, *Education of Homeless Children*
Administrative Procedure 6.140-AP1, *Education of Homeless Children*

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

Cross References:
Administrative Procedure 6.60-AP1, *Comprehensive Health Education Program*
Exhibit 6.60-E1, *Notice to Parents/Guardians of 8th Grade Students Enrolled in Family Life and Sex Education Classes*

English Language Learners

The District offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

(1) be involved in the education of their children;, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services, Leslie Webb at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations for the district.

Notification for those on the list will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross Reference:
Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
Board Policy 5.90, *Abused and Neglected Child Reporting*

ASBESTOS MANAGEMENT PLANS

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:
Board Policy 4.170, *Safety*

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property.

It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross References:
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Violent Offender Community Notification

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Cross Reference:
Exhibit 4.175-AP1, E1, *Informing Parents About Offender Community Notification Laws*

McLean County Unit District No. 5

Junior High School Handbook

APPENDIX

Procedure Supervised Self-Administration of Medication*
McLean County Unit District No. 5

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, advanced practice nurse, or physician assistant) and the parent or guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

In the absence of a licensed registered nurse at the school, the student will SELF-ADMINISTER the medication under the supervision of the school principal or a designee.

Students are not allowed to carry any medication on their person. Exceptions will be allowed only with the approval of the school principal and the certified school nurse.

All medications must be kept locked in the nurse's office or in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

Name of Student
Name of Medication
Dosage
Time to be Taken
Prescriber's Name
Date

Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document that act.

*With the exception of an asthma rescue inhaler where the “parent agreement for child to carry asthma inhaler medication” form is on file at the school.

TITLE IX – CIVIL RIGHTS
McLean County Unit District No. 5

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *"No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.."*

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five (5) working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309/557.4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.
Attorney for the District - Title IX Coordinators
Attorney for the District - 504 Coordinator

Online Privacy Statement
McLean County Unit District No. 5

Online Privacy Statement
The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs
In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, and detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs
District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies
Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You
In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally

identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

Waiver of Student Fees
McLean County Unit District No. 5

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provision for assisting parents/guardians to complete the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment.
- Emergency situations.
- When one or more of the parents/guardians are involved in a work stoppage.

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee.
The principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board by submitting the appeal in writing to the Board within 14 days of the denial. The Board shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the principal's office.

INTERSCHOLASTIC ATHLETIC ACTIVITY CODE

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Permission/Record form must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be deemed eligible which means the student is doing passing work in all classes.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
   - *First Violation*: A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
   - *Second Violation*: A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
   - *Third Violation*: The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Elementary School Association and the Junior High School Handbook of McLean County Unit District No. 5 schools. Refer to Section 10 of the handbook.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

Modification of Athletic or Team Uniform
Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Approved by Board of Education 4/24/2019

McLean County Unit District No. 5

Junior High School Handbook

PARENT/STUDENT FORMS

Exhibit - McLean County Unit District No. 5

AUTHORIZATION TO PROVIDE DIABETES CARE, RELEASE OF HEALTH CARE INFORMATION, AND ACKNOWLEDGEMENT OF RESPONSIBILITIES

As provided by the Care of Students with Diabetes Act, I hereby authorize McLean County Unit District No. 5 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____ to representatives of Unit 5. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

McLean County Unit District No. 5

District 87/Unit 5

Medication Authorization Form

Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	
Yes	No

Date	Physician's Signature **Only**	Physician's Telephone

Nurse's Initials_____

_____ **Junior High School** **Athletic Permission Record and Student Information 2023-2024**	**This box is for office use only** Fall Sport Physical Date Winter Sport Spring Sport Obligation

Athletic Permission Record

Please Print Legibly

_____	6 7 8	____/____/____
Student Name	*Circle School Year:*	*Birth Date (mm-dd-year)*

_____	_____	_____
Address	*City*	*Zip*
_____	_____	_____
Mailing Address	*City*	*Zip*

_____	_____	_____
Parent/Guardian Name	*Phone #*	*Email Address*
_____	_____	_____
Emergency Contact	*Relationship*	*Phone #*
_____	_____	_____
Family Doctor	*Phone #*	*Hospital Choice*

Any Current or Recurring Medical Conditions? Explain:_____

*List Medication(s) Being Taken:*_____

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates):_____

_____

☐ Heart condition ☐ Diabetes ☐ Asthma ☐ *Requires child to self-administer medication*

☐ Epilepsy ☐ Allergies: ☐ *Requires student to carry EpiPen®*

☐ Other_____

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company:_____Policy #_____

Expiration Date:_____

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes_____ No_____

Is this student new to Unit 5 this year? Yes_____ No_____

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headache
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- Don't "feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

CONCUSSION SIGN-OFF FORM

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:
http://www.cdc.gov/headsup/youthsports/index.html

_____	_____	_____
Printed Name of Student Athlete	Signature of Student Athlete	Date

_____	_____	_____
Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

Cross Reference:
Board Policy 7.305, *Student Concussions and Head Injuries*
Board Policy 7.305-E1, *Exhibit – Concussion Information*

CONCERN RESOLUTION FORM
McLean County Unit District No. 5
1809 W. Hovey Avenue, Normal, IL 61761

Name: _____ Date: _____(dd/mm/yyyy)

Address: _____ _____ _____
Street City Zip Code

Phone(s): Home _____ Work _____ Cell _____

Parties Involved: _____

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): _____

_____

Personnel: _____

_____

Transportation: _____

_____

Other: _____

_____

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

_____

_____

_____

_____

_____

_____

Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

EXHIBIT - ACCEPTABLE USE LETTER TO PARENT/GUARDIANS

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed_____ ***Date***_____

Please Print Name:_____

Exhibit - **McLean County Unit District No. 5**

STUDENT AUTHORIZATION OF ACCEPTABLE USE OF ELECTRONIC NETWORKS

User Signature of Agreement:

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print):_____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature _____

Date: _____

Office Use Only:

Date Received for File: _____ By:_____

Middle School 1:1 Laptop Program Agreement

2023-2024

In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures (6.235* of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is required. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, laptop case (if school issued), and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

_____

Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

_____ _____ _____

Parent/Guardian Name (print) *Parent/Guardian Signature* *Date*

March, 2016

McLean County Unit District No. 5

High School Handbook

2023-2024

Normal Community High School
Normal Community West High School

McLean County Unit District No. 5

Normal Community High School

3900 East Raab Road
Normal, Illinois 61761
Main Line: (309) 557.4401
Attendance Line: (309) 557.4450
Fax: (309) 557.4502
Web address: www.unit5.org/nchs

Mr. Adam Zbrozek, Principal
Ms. Courtney McClure, Associate Principal
Mr. Jeff Barnard, Assistant Principal (Last Names Beginning with A-G)
Mrs. Wendy Davis, Assistant Principal (Last Names Beginning with H-O)
Mr. Anthony Clark, Assistant Principal (Last Names Beginning with P-Z)
Mrs. Sharon Collins, Assistant Principal
Nic Kearfott, Athletic Director

McLean County Unit District No. 5

Normal Community West High School

501 North Parkside Road
Normal, Illinois 61761
Main Line: (309) 557.4402
Attendance Line: (309) 557.4451
Fax: (309) 557.4503
Web address: http://www.unit5.org/ncwhs

Ms. Angie Codron, Principal
Ms. Rebecca Frangella, Associate Principal
Mrs. Kimberly Priller (Last Names Beginning with A-G)
Mr. Terry Gliege, Assistant Principal (Last Names Beginning with H-O)
Ms. Robyn Taylor, Assistant Principal (Last Names Beginning with P-Z)
Mr. Wes Temples, Athletic Director

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Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community.

Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Director Communications/Community Relations
Diversity Officer

McLean County Unit District No. 5 Mission Statement

"Unit 5 will educate each student to achieve personal excellence."

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Sargent, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Dani Wipperman, Assistant Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Webb, Director of Multilingual Services	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400
Kris Pennington, Early Learning Coordinator	557.4400

Human Resources

Monica Wilks, Director of Human Resources	557.4400
Megan Peterson, Assistant Director of Human Resources	557.4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Candid Omachel, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4103
Norm Hicks, Supervisor – Maintenance/Grounds Services	557. 4103
Craig Montgomery, Supervisor – Custodial Services	557. 4103
JoAnna Rewert, Director of Food Service	557.4437

General School Information

Introduction

This handbook is offered to provide students and parents/guardians with basic information about Unit 5 High Schools, and to explain the various procedures students should follow when attending classes, conducting school business or attending school related activities on or off campus. Students will be held responsible for knowing and following all procedures, policies and regulations. **Unit 5 administration reserves the right to change rules as needed in order to maintain a safe and orderly learning environment. Keep this handbook available as a reference. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website www.unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information**.

Bulletin Boards, Signs and Posters

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of ~~one of the Assistant Principals~~building administration. Violations will result in possible school disciplinary consequences.

Closed Campus

Unit 5 High Schools have a closed campus policy, which requires the students to remain at school for the entire school day. Students may only leave campus to participate in approved curricular related activities including but not limited to work program, internships, blended courses, and off-campus courses.

Deliveries

Outside deliveries for students are not allowed. Office personnel will not accept or be responsible for deliveries of outside items such as food delivery, gifts, flowers, balloons, etc. to students.

Distribution of Printed Material

No printed newspapers, bulletins, pamphlets or other published materials may be distributed on school property without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students ; or

6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Emergency Procedures

Plans have been made to protect your safety when emergencies occur. Become familiar with fire exit plans posted in each of your classrooms. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area, walk rapidly but do not run.

In the case that students need to be evacuated from the high schools, the parent/guardian/student reunification site would be Eastview Christian Church for NCHS & NCWHS.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

It is the policy of McLean County Unit District No. 5 that its educational programs, activities, services and benefits will be provided to students without discrimination on the basis of color, race, nationality, gender, handicapping condition, or other factors prohibited by law.

McLean County Unit District No. 5 does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students or, by the effect of any school policy or practice. Concerns regarding this policy may be directed to the Title IX of Section 504 Coordinator at 557-4400.

TITLE IX – Civil Rights. In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, "*No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*"

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, other factors prohibited by law in any of its education programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:
Board of Education Office
1809 West Hovey Avenue
Normal, IL 61761
309-557-4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature

- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference: Board Policy 4.165

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

7:285, Food Allergy Management Program

7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Secure Gun Storage

The Board of Education of McLean County Unit 5 has adopted a resolution directing the Superintendent to include information in student handbooks about safe gun storage and the legal obligations regarding the secure storage of firearms.
Unsecured firearms put children and staff at risk in our schools and beyond. Adults may be liable both criminally and civilly when a child gains unsupervised access to firearms which are not appropriately and securely stored.
According to the Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/, every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day. More than 1,200 children die by gun suicide each year. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.
One study found that although 70 % of parents believe their teen cannot access the gun(s) in their home, more than one-third were contradicted by their child's report. he study also found that in households where parents said their child could not access a firearm, 21.8% of their children indicated that they could access a firearm within 5 minutes and 14.9% indicated that they could access a firearm in more than 5 minutes but less than 1 hour. Research shows that secure firearm storage practices are associated with up to an 85% reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects children in the home as well as students throughout the school district and community.

Nothing in the foregoing shall be read to establish an implied or contractual right of action for a victim of gun violence.

1. Everytown for Gun Safety Support Fund, "#NotAnAccident Index," https://everytownresearch.org/maps/notanaccident/. Analysis includes incidents that occurred between 2015 and 2019.
2. Id.
3. Johnson RM, Barber C, Azrael D, Clark DE, Hemenway D. Who are the owners of firearms used in adolescent suicides? Suicide and Life-Threatening Behavior. 2010;40(6):609-611.
4. Id.
5. Salhi C, Azrael D, Miller M. Parent and Adolescent Reports of Adolescent Access to Household Firearms in the United States. JAMA Netw Open. 2021;4(3):e210989. doi:10.1001/jamanetworkopen.2021.0989
6. Id.
7. https://everytownresearch.org/solution/responsible-gun-storage/

Fees

The district establishes fees and charges to fund certain school activities. ~~Some students may not be able to pay these fees.~~ Students will not be denied ~~educational services or academic credit~~ the opportunity to participate in curricular and extracurricular program of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs ~~free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;~~
2. ~~The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or~~
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
4. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

Fund-Raising Activities

All fund-raising activities must be approved in writing by the administration. Fundraising will only be approved for school related clubs, teams, or organizations. Sale of fund-raising items may not be done in classrooms or in any manner that interferes with the educational environment. Merchandise and cash must be secured at all times, and are the responsibility of the individual involved. Violations will result in forfeiture of the opportunity to participate. The school is not responsible for lost or stolen money or items.

Lost and Found

All found items must be turned in to the high school office. Billfolds, purses, watches, and rings will be kept in the Main Office and may be claimed there after proper identification of the lost item has been made.

Sale of Merchandise

The sale of any item at school or on school grounds must be approved by an administrator in advance. Failure to do so may result in disciplinary consequences.

School Cancellation/Dismissal Due to Weather

School cancellation/early dismissal information can be accessed from the Unit 5 website at www.unit5.org. Additional information will be available on local radio and TV stations, in addition to a *School Messenger* phone call that will be sent to parent/guardian contacts.

Student Handbook

The Superintendent 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.

Student Identification Cards

Student identification cards must be in a student's possession at all times during the school day. Students must present their ID card for a variety of reasons throughout the school day. For example, students must present a current ID card to purchase a school lunch, to leave study hall with a pass, to use the IMC, to borrow IMC materials, to sign in and out of the nurse's office and guidance office as well as for admittance to detention and extracurricular events. Stickers and other decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition except for school issued stickers.

Students who have lost or misplaced their ID will be allowed to buy a new ID without penalty provided they report to the main office before school or as soon as they realize the ID is missing. Students who are found during the school day not to be in possession of their ID will be sent to the main office to purchase a new ID. Failure to comply with this policy may result in school disciplinary consequences. Being in unauthorized possession of another person's ID will be considered theft.

Students can purchase replacement cards in the main office for a fee of $3.00.

Student Insurance

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

Visitors

All visitors to campus must check in at the Visitor's Station at the main entrance, sign-in, identifying their name, the date and time of arrival, and the location they are visiting, and wear a visitor's pass for the duration of their stay. Visitors may be asked to provide a photo ID. The photo ID will be held at the Visitor's Station until the visitor signs out of the building and leaves campus. If no photo ID is presented, the visitor may not be permitted to enter the building.

Students are not allowed to bring visitors to school. Any person wishing to visit a class must obtain permission in advance from the main office.

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.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

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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.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
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.

Attendance/Enrollment/Registration

Attendance Overview

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentives program.
Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school, T

Cross Reference:
Board Policy 7.70, Attendance and Truancy

Registration Guidelines

The Board of Education and staff of McLean County Unit District 5 take pride in the programs offered to meet the high standards set by the community it serves. As a public school district, Unit 5 provides programs for all students and has a firm commitment to prepare graduates for future success in life. A solid foundation, essential to reaching this goal, becomes the responsibility of the school district, parents, guardians, community and the student. Through this combined effort we will have a better school and community.

All students, eighth through eleventh grades, are expected to register during the second semester for classes offered the following year.

All eligible students who move into the district or who transfer from another school are expected to register on or before the first day of a semester. Students enrolling late who have been attending school elsewhere will be placed in equivalent classes, if possible. Grades from the previous school will be combined with grades earned in Unit 5 high school classes to determine semester grades and credit. If there is not a similar course available, students may not be able to earn credit and may be assigned to study hall.

A student wishing to enroll late who has not been attending school during the current semester will be placed in the appropriate classes. The opportunity for credit will be evaluated on a case-by-case basis if the prospective student chooses to enroll. Credit is not guaranteed.

Change of Address or Telephone

Report to the office immediately any change of home address, home or parent's/guardian's work telephone number or any other important information that we may need in order to contact your parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

Attendance Procedures

Attendance in all assigned periods, including homeroom, is required.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school, there are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness (including up to 5 days per school year for mental or behavioral health of the student) or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety Court appearance (beyond student's control)
7. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70
11. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.
12. Attend a Civic Event**

*A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

**Any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board

may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event. "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Teachers may make work available through electronic means.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:30 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:30 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

Procedure for Arriving Late to School

1. If a student arrives after first hour begins, they must enter at the Main Entrance (Door A) and check-in at the main office before reporting to class.
2. The student will be given a pass that will admit them to class.

Procedure for Leaving School Early

1. A student's parent/guardian may make arrangements, in advance whenever possible, to have him/her check out prior to their usual dismissal time by calling the Attendance Line.
2. If a student's checkout time is during a class period, the yellow copy of the Absent/Tardy Notice may be delivered to the student prior to the checkout time. If the Absent/Tardy Notice has not been delivered, it is the student's responsibility to check in the Main Office prior to leaving.
3. At the appropriate time, report to the Main Entrance (Door A) and sign the Student Check-Out List. A copy of a student's Absent/Tardy notice will be kept in the office until their return to school. If a student returns to school the same day, he/she must sign back in before returning to classes.
4. If a student becomes ill or injured in school or during lunch, the School Nurse or one of the Assistant Principals must check him/her out of school. Failure to check in or check out may result in disciplinary consequences.

A parent/guardian who takes their child out to lunch is required to follow the procedures mentioned above, and sign him/her out in the main office.

Students leaving school early should exit the building through the Main Entrance (Door A).

0 Hour Absences

Frequent absences from assigned 0 hour class may result in removal from the 0 hour period and placement in the equivalent class during the regular school day.

Prearranged Absences

Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, college visitation or unavoidable circumstances not considered excused, your parent/guardian must contact your Assistant Principal to request a Prearranged Absence. It is your responsibility to secure a Prearranged Absent/Tardy Notice from the Assistant Principal and to make arrangements with each of your teachers regarding assignments. This should be done at least three days prior to your absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

College Visitation

Parents/Guardians are to call the Attendance Line prior to the visit. College visitations will be considered excused when verification of student attendance is produced from the college. It is the responsibility of the student to make arrangements regarding assignments from each teacher prior to the absence. Whenever possible, college visits should be scheduled during school holidays or Teacher Institute days.

Chronic Absenteeism

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a “valid cause” and out-of-school suspensions for an enrolled student.

“Student” means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student’s chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student’s attendance problem. Students who are excessively absent from school may be requested to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

Truancy

A “truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” from such attendance for 5% or more of the previous 180 regular attendance days. A “truant minor” is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE’s online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Unauthorized Skip Day

We do not sanction or approve any unauthorized skip day by any group of students. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as described above. Parents/guardians will need to verify the legitimacy of excused absences.

Tardiness to School and Class

All students are required to be on time to each class. Tardiness to class is unexcused unless a student presents, upon arrival to class, a Hall Pass that indicates why the student was detained by another teacher.

- If a student is not in their assigned class at the appropriate time, the tardy will be documented by the teacher. Teacher interventions may include student conference, parent communication, classroom level consequences or administrative referrals.
- Consequences will be administered by the Assistant Principal for unexcused tardiness to class or school beginning with the fifth tardy and any successive tardies. Missing an entire class or a significant portion will be considered truancy.

Excessive Tardies to School, May Result in Loss of Parking Privileges - Make-Up Work

It is the student's responsibility to make arrangements with each teacher regarding the work missed. For absences due to illness, suspension, or family emergency, students may request the Counseling Office to gather assignments from the teachers. In order to request assignments, call the Counseling Office and allow 24 hours for the assignments to be ready. The student's teachers will be contacted by the Counseling Office to get these materials. Students should be fully prepared to take any announced exam that was scheduled before their absence.

The following guidelines should be used in setting deadlines for completion of make-up work:

- **Excused and Unexcused Absence** - upon a previous day's notice, a student may be required to take a test or complete other make-up work at the scheduled time. The penalty for not doing this work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines.
- **Prearranged Absence** - as determined prior to absence.
- **School-Related Absence** (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor or coach as early as possible to discuss any such problems.
- **Suspension** - Students have an obligation to make-up work that was missed due to a suspension **(see Suspension from School).**

- **Semester Exams -** All absences from semester exams must be cleared in advance by the Associate Principal or on the day of by the Assistant Principal. It is the student's responsibility to make arrangements with the teacher for completion of semester exams with the teachers involved. Students truant or otherwise unexcused from semester exams will receive a grade of "0", and their semester grades will be computed accordingly.

All assignments and tests missed due to absence must be made up, regardless of the reason for the student's absence. The student will be permitted the same number of days as he/she was absent to turn in the make-up work up to five (5) days. For additional time, the student should contact their teacher.

Home and Hospital Instruction

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction: (1) before the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and (2) for up to 3 months after the child's birth or a miscarriage.

Student Behavior

Student Behavior

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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference:
Board Policy 7.125, *Student Discipline Philosophy*

When and Where Conduct Rules Apply

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:

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.
5. During periods of remote learning.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling or offering for sale alcoholic beverages. 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, bartering, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    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.
    d. Any prescription medication when not prescribed for the student by a physician or licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
    e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
    f. 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 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.
    g. 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.
    h. "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, or 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.
    i. 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.

    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 knife, a "weapon," as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices 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, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, commonly known as "sexting."

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

(a) The supervising teacher grants permission;
(b) Use of the device is provided in a student's IEP; or
(c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

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, or 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
11. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
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, a school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
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.
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.
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.

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 where 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.

Efforts, including the use of positive interventions, supports and progressive discipline, 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. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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.

Disciplinary Measures

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-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention 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.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration may use this option 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 handbook or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7.220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7.200, *Suspension Procedures*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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.

Weapons

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C.§ 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

Re-Engagement of Returning Students

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 exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office or 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.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 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 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.

The Superintendent, Building Principal, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) 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 bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with children with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Students with Disabilities

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Cross Reference:
Board Policy 7.230, Misconduct by Students with Disabilities

Academic Dishonesty

Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences.

The use of computer translators, electronic tampering or other misuse of computer technology in the academic setting, and any form of plagiarism, will be considered academic dishonesty.

Academic dishonesty may result in reduction of grade, loss of credit and/or other appropriate consequences.

1st Offense will be addressed by the classroom teacher, and the appropriate assistant principal will be notified.
Subsequent offenses will be referred to the appropriate assistant principal, and consequences issued.

Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

Student Acceptable Use of Electronic Networks

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information

obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
The system administrator and Building Principals shall monitor student Internet access.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks is required before access to Electronic Networks is granted. Secondary students and their parent/guardian must sign the *Student Authorization of Acceptable Use for Electronic Networks* form and return it to the appropriate building administration before students will be granted access to District electronic networks.

Please see the Parent Forms section at the end of the handbook to view the District's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians

- Other activities that are for the use and benefit of the school district

Aiding/Abetting

Any student found to be either directly or indirectly involved in aiding, abetting, or assisting another student(s) found to be in violation of the student conduct code will be subject to disciplinary consequences ranging from verbal warning to expulsion.

School Dress Code

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Shoes or other appropriate footwear must be worn in the school building. Shoes that contain wheels should not be worn at school.
- No head covering that obscures the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Words or pictures on articles of clothing, or book bags, notebooks or other personal possessions, which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted. Also, statements or pictures which are violent or threatening in nature will not be permitted.
- Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment will not be permitted.
- Metal studs, chains longer than jewelry, and any other objects that may be used as weapons or that may be hazardous to persons or property are specifically prohibited.
- Clothing which fails to adequately cover the body, or which is torn or altered in an explicit or suggestive manner, will not be permitted. Shirts, blouses and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting position. Pants or shorts must be worn at the waist.

If you have any questions regarding acceptability of a particular item of clothing, check with an Assistant Principal before you wear the item to school. First-time offenders will be required to correct the violation before returning to class. Administrative consequences will be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention. Persistent violations will be handled as willful insubordination.

Damage to or Loss of School Property

The regulations of our Board of Education are very specific with regard to care of school property. These regulations state that students are required to pay for all damages which they have done to school property. Students may be assigned a disciplinary consequence for willful damage. All report cards, transcripts of credit or graduation diplomas may be withheld until all obligations are met.

Drug/Alcohol/Tobacco Prohibition

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor or with respect to a medical cannabis infused product administered to an authorized under *Ashley's Law*. See the "Medication at School" section of the handbook for appropriate use of prescription and over the counter medicine at school.

Drugs/Alcohol

Possession – Any student in possession, possession by consumption of any alcohol, legally controlled substance, illegal substance, prescription medications, or over the counter chemical substance as defined previously, paraphernalia, or any substance purported or represented to be a legally controlled substance or illegal substance while on school property or attending school activities will be subject to school and legal consequences.

Any student in violation is subject to suspension from school for ten (10) days. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

The ten (10) day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must have an appointment prior to the student's return to school.
2. Work in cooperation with Unit 5 personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and may be recommended to the board of Education for expulsion.

Sale/Delivery/Purchase

Any student who sells, delivers, or purchases any alcohol or drug substance defined above to another student or students during the school day, while on school property or in connection with attendance at school activities will be subject to school and legal consequences. Possession of a large amount or individually packaged substances that are prohibited will also be covered under the provisions of this section.

Any student who sells, delivers, or purchases any alcohol or drug substance is subject to suspension from school for ten (10) days may be recommended for expulsion. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Tobacco and E-Cigarette Devices

Possession - Students may not possess, smoke, chew, handle, exchange, or display tobacco items or E-cigarettes on school district property at any time. Tobacco products of any kind are not allowed in the school building, on the school grounds, including all areas maintained by our school district, or on a school bus.

Possession of tobacco products will result in administrative consequences. E-cigarettes found to contain any other substance, will be given consequences aligned to possession of the identified substance.

The school prohibits the possession of smokeless tobacco and any other tobacco products as well as e-cigarettes and vaporizing pens or equipment. Matches and cigarette lighters are also prohibited.

Use/Sale/Delivery - Use, sale, or delivery of tobacco products may result in a suspension from school not to exceed ten (10) days.

Students may receive an Ordinance Violation for tobacco possession/use/sale/delivery.

Prohibited items will be confiscated.

Electronic Devices

Students may not use or possess an electronic mobile device, including but not limited to a mobile (i.e. cellular or smart) phone, video recording device, PDA (personal digital assistant), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices, 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, eavesdrop (e.g. recording a conversation without the consent of all parties) 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 or electronic device. Students are allowed to possess and use mobile devices in school, provided they do not cause a disruption and are not used, seen, or heard during instructional time unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; (c) it is needed in an emergency that threatens the safety of

students, staff, or other individuals. Instructional time is defined as times when students are assigned to a class, study hall, homeroom, or the IMC.

Administrative consequences ranging from verbal warnings to suspension will be issued for violations.

Fighting/Battery/Verbal Altercations

A fight will be defined as "two or more individuals involved in mutual, aggressive physical contact with one another." Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to a disciplinary consequence. Subsequent incidents may result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

All incidents of fighting/battery will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Bystanders who encourage or instigate an altercation or interfere with staff members trying to break-up an altercation may be subjected to discipline consequences.

Verbal Altercations that result in a school disruption will result in a disciplinary consequence. Students may also be required to participate in a mediation session.

Fireworks

Possession, sale or use of fireworks or any explosive or incendiary device (lighters, matches) is prohibited in the school building, on school grounds, and on school buses. Violators will be subject to administrative consequences.

Food/Beverages

Food and/or beverages (except water) will be left up to teacher discretion in the classroom. Delivery of outside food products during the school day is not permitted for students.

Gangs and Gang-Related Activities

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.
As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members which promotes the group can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, graffiti, gestures, recruitment, harassment, intimidation, threatening or retaliation.

Students involved with any behavior as related to gangs or gang-related activity will be subject to a disciplinary consequence and other legal action as deemed appropriate.

Hall Pass

Students are required to have an appropriately marked and signed Hall Pass when not in their assigned classroom. Students who are in unauthorized possession of one or more passes will be subject to school disciplinary action for theft and/or possession of stolen property. Any student who forges or is involved in forging a pass will be subject to school disciplinary consequences.

Harassment

Preventing Bullying, Intimidation, Teen Dating Violence and Harassment Policy

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

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

1. Fully implements and enforces each of the following Board policies:
   a. *Board Policy 7.20*. 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. *Board Policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
   b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board Policy 7.20*.
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.* 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.*
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parent/guardian of this policy.

Bullying

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, or administrator. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference or expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or

the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Racial, Ethnic or Religious Harassment

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Harassment is against the law. A disciplinary consequence will be assigned for engaging in racial, ethnic or religious harassment. Students should report suspected harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

Sexual/Sexual Orientation Harassment

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an student's education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation. Students also have the option of contacting the district's Title IX coordinator if they feel they have been the victim of sexual discrimination and or harassment. Contact the Title IX Coordinator at the Unit 5 District Office, 557-4400, for more information on how to file a complaint and/or report such occurrences.

Unit 5 respects the right of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law. Disciplinary consequences will be assigned for engaging in sexual harassment.

Cross Reference:
Board Policy 7.180, *Preventing of and Response to Bullying, Intimidation, and Harassment*
Board Policy 7.185, *Teen Dating Violence Prohibited*
Board Policy 7.20, *Harassment of Students Prohibited*

Insubordination

As a student of Unit 5, there is an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to properly identify oneself to any staff member in regard to all aspects of student behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a disciplinary consequence.

Inappropriate Items for School

Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought

to school, they will be stored in the main office until parents/guardians make appropriate arrangements for the property to be returned.

Language and Gestures

Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or students are to be reported to the appropriate Assistant Principal immediately for appropriate disciplinary action. Students will be subject to a disciplinary consequence for using obscene or otherwise offensive language or gestures toward a staff member. Disciplinary consequences will also be assigned for incidents not directed toward a staff member.

Locks and Lockers

All lockers must be locked. A combination lock that is sold and serviced by Unit 5 is recommended**.**

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Unit 5 students who assume full responsibility for the security of their lockers.

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them.

Loitering

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Violators will be subject to a disciplinary consequence.

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to a disciplinary consequence.

Parking Regulations

Cars driven to school by students and parked anywhere on school grounds other than in the student parking lot will be subject to being towed without warning. This restriction applies to all students from 6:30 a.m. - 4:30 p.m. each school day. School disciplinary action can be taken against students who violate parking lot restrictions and/or trespass on private property.

1. Parking is authorized in the student parking lot only. Students may not park in or drive through the Faculty parking lots. Students may never drive behind the school. Students may only enter the Student Parking lot at the "Entrance" (NCWHS north driveway or east driveway at NCHS) and may not enter through the "Exit."
2. Each vehicle must have a High School permit. Permits are available at registration. Juniors and Seniors will be given priority in the purchase of parking permits at registration in the fall. If more parking is available after registration, a lottery will be held for Sophomores. A fee is charged for each permit and that permit may only be used by the student who purchased it
3. Permits must be permanently affixed to the lower left corner of the front window.
4. Each permit is issued for a specific vehicle. If this vehicle is replaced, the permit may be transferred by completing a new application in the Assistant Principal's Office. If the permit is not reusable, bring the remnants to the Assistant Principal for a replacement. If it is not recoverable at all, parent/guardian should contact the Assistant Principal. Temporary permits may be arranged with the Assistant Principal for special circumstances.
5. Vehicles may not be parked in the driveways or driving aisles.
6. All traffic laws, including but not limited to reckless driving and posted signs must be obeyed. The speed limit is 10 M.P.H.
7. Vehicles parked or operated in violation of these regulations will be towed at the owner's expense and/or other disciplinary consequences that may also include a temporary or permanent loss of parking privileges.
8. Unit 5 cannot be responsible for any damage that may occur in the student parking lot. Please be sure that your personal automobile insurance coverage is sufficient.

Parking on campus is a privilege. Students who fail to comply with disciplinary and/or academic expectations may be revoked. A refund will not be available.

Personal Property

Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. You are discouraged to bring expensive equipment to school, school activities or on school field trips. The school district provides hall lockers for students to store their personal property. The school provides adequate facilities for students to store their belongings, but the school cannot take the responsibility for these belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not share lock combinations with other students. If property is lost or missing, it must be reported to the teacher and the main office immediately.

Students are strongly encouraged not to carry large amounts of money at school. If necessary, the best practice is to bring a check for the proper amount.

Sexual Acts and Public Display of Affection

Public display of affection, including but not limited to, kissing, prolonged embraces, excessive inappropriate touching, and sexual acts are not appropriate for school and will not be permitted. A disciplinary consequence will be assigned to students that engage in public acts of affection. Parents/guardians may be contacted beginning with the second and all subsequent offenses. Continued offenses will be considered willful insubordination.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, including student vehicles. "School authorities" include school resource officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By a employee with a professional educator license or school resource officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parents/guardians shall be notified of the search as soon as possible.

Access to Student Social Networking Passwords and Websites

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a

password or other related account information in order to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference: Board Policy 7.140, *Search and Seizure*

Snowballs

Throwing snow and/or ice presents a serious safety hazard to persons and property and is prohibited. This prohibition includes snow and/or ice thrown onto school grounds from adjacent property or at school buses or other vehicles. Disciplinary consequences will be assigned.

Substitute Teachers and Other Substitute Employees

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

Theft or Possession of Stolen Property

Students who find or are in possession of personal property not belonging to them, should bring the items immediately to the office. Students responsible for stealing school or private property (including student identification cards) or for being in unauthorized possession of property that does not belong to the student, whether or not it is "stolen", or reported as stolen will be subject to a disciplinary consequence.

Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," "It's not mine," or "I didn't know it was there," will not be acceptable reasons for a student to be in possession of lost or stolen property.

Threats Directed Toward or Actions Taken Against Staff Members

Students who are responsible for threatening teachers' or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to a disciplinary consequence, a possible referral to the Regional Alternative School's SAVE program, possible expulsion proceedings, and possible legal action as deemed appropriate by the individual staff member and school district.

Transportation/School Buses

Eligible students are assigned to a specific bus route and pick-up/drop-off point. Temporary changes must be arranged in advance through the Assistant Principals. Behavior on the bus and at the pick-up/drop-off point must conform to the requirements for school conduct described in the Student Conduct and Discipline section of this handbook. Students must recognize and yield to the authority of the bus driver. Infractions that cannot be resolved by the driver will be reported to the Assistant Principals. Consequences range from warnings to suspension from the bus.

For all transportation related issues, please contact the transportation call line at 557-4BUS (557-4287).

Rules for Bus Riders

1. Students must scan their Bus ID when they board the bus and when they exit the bus.
2. Bus behavior has the same expectations as the school/classroom.
3. Talking and other distractions to the driver must be kept to a minimum.

4. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
5. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
6. Get permission before opening a window, and do not throw or stick anything out of the window.
7. There is to be no loud talking and/or yelling on the bus.
8. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
9. While unloading, let the student closest to the front get off the bus first.
10. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
11. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

Courses Meeting at Bloomington Area Career Center (BACC)

A number of students have elective courses that meet only at the BACC. District transportation will be provided to and from the BACC each day with the exception of the first session. Students participating in the first session will need to transport themselves to BACC. Unit 5 will provide return transportation from BACC to the home high school. Private transportation may be used with advanced written approval by an Assistant Principal. Students who violate this provision will be assigned administrative consequences.

In addition, students who enroll in BACC will be subject to a quarterly performance review that will consider student behavior, attendance, and performance, with the possibility of being moved out of BACC coursework due to concerns in these areas.

Unauthorized Areas

Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Unit 5 staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to their nearest destination and to return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

The parking lots, locker rooms (when not in PE class), hallways, restrooms (when not in possession of a hall pass), auditorium, multipurpose room, and any vacant classroom or office are considered to be unauthorized areas. Students are never to be in these areas without express permission from the Assistant Principals. Administrative consequences will be issued for being in an unauthorized area.

Video Surveillance

Video cameras are in use throughout the school to help insure the safety of the students and staff in the building. Students who tamper with or damage the video equipment will be assigned a disciplinary consequence.

Explanation of Student Disciplinary Interventions

Student Conferences

Based on the disciplinary infraction, students may be required to have a conference with a teacher, administrator, or another student. The conference would provide an opportunity for all parties to discuss the situation and collaborate towards resolution of conflict or problem.

Student Contracts

Student contracts define for all parties the behavioral and academic expectations for students and supports that will be provided to students as they re-enter from another placement, return from a suspension or expulsion, or after a series of disciplinary infractions.

Teacher Detentions

Teachers may assign detentions to be completed with them. They will issue a copy of the Classroom Detention Notice to the student and will allow the student at least one-day notice. If the student fails to complete this obligation assigned by the teacher, the length of the detention will be doubled by the Assistant Principal. If this assignment is not completed within five (5) school days, an administrative detention may be assigned.

Loss of Privileges

Loss of privileges may include, but is not limited to, lunch detention, loss of parking pass, extracurricular/school event attendance privileges, and/or Senior Homeroom exemption.

Administrative Detentions

Students may receive detentions from an Administrator for violations of handbook policy. If the detention assignment is not completed by the deadline, further administrative consequences will be issued.

Removal from Classes

The Assistant Principals may remove a student from one or more classes and require attendance in the office or Study Hall on a temporary basis. Credit will be given for classroom work that is missed due to removal from classes only if the student submits completed assignments the day of return to class or as agreed upon with individual teachers. It is the student's responsibility to secure assignments from teachers.

Suspension from School

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

Expulsion from School

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

Appeal of Discipline Decisions

Any parent/guardian has the right to request a review of any disciplinary action. If such a review is desired, the Associate Principal should be contacted as soon as possible in order to initiate the appeal procedure.

Step 1 Associate Principal

Step 2 Unit 5 Executive Director of Human Resources and Student Services (557.4400)

Step 3 Unit 5 Superintendent (557.4400)

Student Services

Accessibility

Assistance for persons with disabilities is available and should be requested as needed. Contact the high school office for assistance.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)
_____ (phone number)
_____ (office location)

English Language Learners

The District offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) be involved in the education of their children;, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services, Leslie Webb at the unit office, 309.557.4039.

Child Find Responsibility

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child's educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP upon request and at any other time upon request.

Foreign Exchange Program

Classes and credit will be included so the foreign exchange student coming to Unit 5 can experience a full year of academics. The student will be a senior; however, only a certificate of attendance will be issued. Applications must be submitted to the Building Principal by May 1 of the previous year.

Student Monitors or Assistants

Some teachers utilize student assistance for secretarial work, lab assistance, office monitors, etc. In such cases, a "Request for Student Help" form should be completed and returned to the Assistant Principal.

Students must be under the direct supervision of a staff member at all times while serving as a student assistant and must follow all school rules regarding attendance and conduct.

Counseling Office

- Course selection/scheduling for students
- Career counseling, including Career Cruising
- College and Vocational counseling
- Registration of new students
- Individual counseling
- Academic counseling
- Communication with parents
- Collaboration with outside agencies as needed
- Test administration
- Assist with college applications, recommendations, and scholarships
- Gathering homework assignments
- Group counseling

Employment Certificates (Work Permits)

Applications for Employment Certificates for 14 and 15-year-old students are available. Contact the Registrar in the Counseling Office. Certificates of Age will be issued for students 16 years of age and over.

Chestnut Health Services

A Chestnut Health Services Counselor provides confidential counseling services for students. Students can be referred by school staff, parent/guardian, or themselves to talk with the chestnut Counselor about a variety of life challenges including mental health and substance abuse concerns. To learn more about this service, contact the guidance office.

Project Oz Youth Specialist

Project Oz is a non-for-profit agency that operates in McLean County. A School Youth Specialist's responsibilities are to assist in the areas of truancy, academic deficiency, personal stress, and family related issues. Services may include tutoring, assisting families with locating resources, and one to one or family counseling. To learn more about this service, please contact the guidance office.

Applying For College

1. After selecting possible colleges, fill out an application online at the college website. Prepare applications thoroughly, having an adult review your application. Most online applications allow for the student to save their work along the way before submitting.

2. Application fees are usually required. Students with financial need may qualify for an application fee waiver. Check with your Counselor.
3. Obtain a "Transcript Release Form" from the Counseling Office or Counseling website for each college application in order for your official transcript to be sent. Each transcript will cost $3. Transcripts are only considered official if mailed from the high school.
4. Official ACT and/or SAT scores must be ordered directly from ACT (www.actstudent.org) or SAT College Board
5. (www.collegeboard.com).

Testing

Preliminary Scholastic Aptitude Test /National Merit Scholarship Qualifying Test (PSAT)

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT) is given to juniors in October. There is a fee charged for this test. Registration period will be in the daily announcements. State Farm and a number of other corporations and businesses use this test as a means of awarding scholarships. All college bound students are encouraged to participate.

Illinois Science Assessment (ISA)

The Illinois Science Assessment is administered each Spring to students in the 11th grade. The purpose of the ISA is to determine student/school/district performance on grade level standards in science. The IAR scores are used by the district to evaluate curriculum and instruction. The ISA scores are utilized by the state as the accountability measure as defined in its ESSA plan.

Pre-Scholastic Aptitude Test (PSAT 9 & 10)

The Pre-Scholastic Aptitude Test (PSAT) is administered to 9th and 10th graders on a date set by the state which usually occurs in mid-April. The purpose of the PSAT assessment is to determine student/school/district performance in Math and ELA. Students may use PSAT/SAT scores as a way to place directly into dual credit courses at Heartland Community College. Students may use PSAT scores as college readiness Indicators as scores correlate to the SAT.

AP Tests

The Advanced Placement (AP) program is offered by The College Board and provides high school students the opportunity to take a three-hour exam in May to potentially qualify for college course credit. All students throughout the world take a given exam on the same day. Although The College Board does not mandate taking an AP course before completing the exam, it is much more likely a student completing an AP course will be able to attain a qualifying score. Each exam is graded on a point basis with a range from one to five. A score of five, four, or three is considered to be a qualifying score. Illinois law requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. However, there is no guarantee that a college will accept AP credit. At the same time, The College Board indicates that over 90% of United States colleges accept AP credit and/or offer advanced placement. A student should determine potential credit or placement with the college he/she plans to attend. College websites often address AP credit and other opportunities to get advanced standing.

There is a cost for each exam. Students with financial need may qualify for a free/reduced fee. Students should check with the AP Coordinator (Counseling Office) to determine eligibility for the fee reduction. Registration for the exam will be necessary by the end of February in order to meet College Board deadlines.

Unit 5 is pleased to offer AP courses in several disciplines (English, foreign languages, mathematics, music, science, and social studies). Unit 5 will only offer AP exams that correlate to the ones taught this school year. Each AP class is expected to have the rigor of a comparable college level course. There are several AP options for junior and senior students.

For additional information and AP test schedule, contact your counselor, AP Coordinator, or The College Board website at http://www.collegeboard.com/student/testing/ap/about.html. That site will lead you to specific AP information.

College Entrance Tests

Most colleges require a college entrance test as a part of their admission requirements--American College Test (ACT) or Scholastic Aptitude Test (SAT). Illinois requires junior students to complete the SAT on a state designated testing date. The SAT is a graduation requirement for Illinois students. The state sponsored SAT will be administered, at no cost, to all juniors.

College entrance tests are usually taken in the spring or summer of the junior year in high school. You can take these tests as many times as you like. There is a fee charged for taking these tests. General information, test sites and registration materials for these tests are available in the Counseling Office or at www.actstudent.org or www.collegeboard.com.

School Psychologist - Social Worker

The school district employs school psychologists and school social workers who have specialized training. If you desire additional help with a particular problem, arrangements may be made by your counselor or Assistant Principal.

School Resource Officer

Through a joint partnership with the Normal Police Department, Unit 5 utilizes the School Resource Officer (SRO) program. The SRO acts as a liaison of the Normal Police by assisting students with law related advise, documenting police reports, and working with the Assistant Principals regarding investigations of a criminal nature.

Instructional Media Center (IMC)

IMC Access and Procedures

The Instructional Materials Center is open every day before and after school. Listed below are guidelines informing you on how to attend the IMC, expected behavior when using the IMC, and procedures for checking out IMC materials?

Before and After School:

1. Students are welcome and encouraged to use the IMC before and after school.
2. Students may use this time to locate learning materials, study, or use computers.

During Lunch Periods:

1. Students are welcome to come to the IMC during their lunch period.
2. Students may come to the IMC during homeroom only with a pass from their teacher.

From a Classroom:

1. Students must have a pass from their teacher to come to the IMC during class.
2. Since study hall students and classes are scheduled in the IMC, faculty are asked to send no more than five students at a time from class with a pass unless prior arrangement with the IMC staff have been made.

From a Study Hall:

1. Students must sign the IMC sign-out sheet in the study hall.
2. When classes are in the IMC, the number of students admitted from study hall will be adjusted because of seating limitations and demands of classes on computer availability. First priority will be given to students who have a pass from a teacher to work on an assignment.
3. Come directly to the IMC: do not stop at a locker, restroom, or Counseling Office.

Student Expectations for Using the IMC

Respect your peers' learning

1. Students must have a purpose for being in the IMC, even if it's just reading for pleasure or working on homework. Students must be engaged in what they came to the library to do, not spend the time napping or socializing.
2. Students are requested to keep their voices at a respected noise level.
3. Students must respect the right of everyone to accomplish study and work goals.
4. Students are requested to turn off cell phone ringers.

Respect your IMC Facility

1. Return library books, textbooks, laptops, supplies and games to designated places.
2. One student per seat.
3. Keep feet off of furniture.
4. Report broken or missing items.
5. Return furniture to its proper place.
6. Keep the facility clean by throwing away trash and picking up after yourself.

Circulation of IMC Materials

1. Your student ID serves as your library card for checking out all materials and technologies.
2. Students may check out books for reading and research in addition to school textbooks. Books may be checked out for three weeks. Books may be renewed unless a reserve request has been issued. Students are given a grace period after which a fine of $.10 per school day is charged for overdue books.
3. Reference and reserve books may be checked out after school. These books are due before first hour the following school day. Overdue reference and reserve books are charged $.10 per day.
4. Returning materials on time is your responsibility and will save you money. Overdue notices will be sent weekly. Report to the IMC as soon as possible after receiving an overdue notice. Students are financially responsible for lost, damaged, or stolen items checked out in their name. Fines and lost book charges are collected at registration and must be paid by seniors before graduating.

Textbooks

Textbooks are checked out to students through the IMC during school registration with their student ID. Students are asked to write their name inside the cover of the textbook Students who are dropping/transferring schools are responsible for returning all textbooks to the IMC before they leave. The drop form is available from the Assistant Principal. For students that are dropping a class, the drop form is available in the Counseling Office. All textbooks will be collected in the classrooms and returned to the IMC at the end of each semester (for semester classes) or at the end of the school year (for year-long classes). Students will be charged for lost, missing or destroyed textbooks at the end of the school year.

School Nurse

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

Procedures

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office using the computer and your student ID.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

The Unit 5 District does make available low cost student accident insurance for all students that attend our schools. This insurance application is available at all our school buildings.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for a child which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids.

Cross Reference:
Board Policy 4.170, *Safety*

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Immunization, Health, Eye, and Dental Examinations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year ***prior*** to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply…then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."
All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination" form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf to the local school authority. This form must be signed by both the parent/guardian and the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Eye Examination

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois school to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

Exemptions

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the Building Principal an "Illinois Certificate of Religious Exemption" form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian show an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian show an undue burden or a lack of access to a dentist.

Cross Reference:
Board Policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

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. *Board policy 6.140 governs the enrollment of homeless children*.

Medical

Student Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

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

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis-infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis-infused product under subsection, a school nurse or school administrator must annually complete a training curriculum developed by the State Board of Education, in consultation

with the Department of Public Health, on the administration of medical cannabis-infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross References:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to disciplinary consequences, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student that participates in an interscholastic athletic activity and who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition at that time. A student that participates in an interscholastic athletic activity who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until cleared to do so by a physician (licensed to practice medicine in all of its branches in Illinois) or a licensed athletic trainer working under the supervision of a physician and the District's return-to-learn and return-to-play protocols have been completed.

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Board Policy 7.305, *Student Concussions and Head Injuries*
Administrative Procedure 7.305-AP1, *Program for Managing Student Concussions and Head Injuries*
Exhibit 7.305-AP1, E1, Concussion Information
Administrative Procedure 7.305-AP2, *Concussion Care Protocol -Return-to-Learn and Return-to-Play*
Exhibit 7.305-AP2, E1 *Concussion Staging Form*
Exhibit 7.305-AP2, E2 *Return-to-Play Consent Form*
Exhibit 7.305-AP2, E3 *Concussion Care Graphic ~ Return-to-Learn and Return-to-Play*

Physical Education/Activity Restrictions

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem

will be honored. The teacher will work with student on alternate non-physical activities and to make –up missed classes. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

Disability Assistance
Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Health Information
Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Counseling
Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference
Board Policy 6.270, *Guidance and Counseling Programs*

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement lockdown drill to address a school shooting incident.

There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Cross Reference:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site
In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for Normal Community High School and Normal Community West High School:

School	Reunification Site
NCHS	Eastview Christian Church
NCWHS	Eastview Christian Church

Communicable Diseases

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours

- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation Infested children are prohibited from riding the bus to school to be checked for head lice.

Bed Bugs

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Cross Reference:
Board Policy 7.250, *Student Support Services*

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

It is the parent's/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

Suicide and Depression Awareness and Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Safe2Help Illinois

Safe2Help Illinois offers students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. This program is not intended to suspend, expel, or punish students. Rather, the goal is to get students to "Seek Help Before Harm."

Call: 844-4-SAFEIL

Text: SAFE2 (72332)

Email: HELP@Safe2HelpIL.com

Additionally, resources are available by calling the **National Suicide Prevention Lifeline by dialing 988** or through the **Crisis Text Line by Texting HOME to 741741** to connect with a Crisis Counselor.

Cross Reference:
Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

Procedures at Schools

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.

Reasonable accommodations will be made by Unit 5 schools to ensure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until a completed and signed "Request for Authorized School Personnel to Perform a Medical Procedure" form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.
Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian of the student requesting performance of a medical procedure during school hours.

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

No students should be in the building during non-school hours without direct supervision from a staff member and/or coach/sponsor. Students should not be using school equipment or accessing any spaces (indoor and outdoor school property) and such access may result in school discipline and/or law enforcement involvement.

All visitors to the building are required to check into the main office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay.

Co-Curricular Activities

Attendance at Co-Curricular Activities

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after-school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

Dances

Students must present their student ID to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the

dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Under usual circumstances, students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance**.** All school rules are applicable and in force during dances. A student who is assigned a disciplinary consequence as a result of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

For Homecoming and Prom, students may invite ONE guest and must complete the "Guest Permission Form" and have it approved by one of the Assistant Principals in advance. Guests must be at least freshmen in high school and also under the age of 21. Only pre-registered guests with photo ID will be admitted to these dances. This may apply at other dances as determined by building administration.

Good Night Rule

Once a student leaves a school activity (dances, sporting events, etc.) he/she will not be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for loitering or trespassing.

Statement of Policy for Co-Curricular Participation as Related to Drug Use, Alcohol Use, and Inappropriate Behavior

Unit 5 considers its student members of IHSA sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege at Unit 5. Because these students represent our high school, the standard of student conduct is necessarily high and without exception. It is the policy of Unit 5 that any student engaging in gross disobedience or misconduct or possessing or consuming alcoholic beverages and /or drugs, or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the team or club for which the student is current participating. The disciplinary sanctions and/or suspension will be announced at a conference attended by the Principal or designee, team coach or club sponsor, Assistant Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate.

Transportation for School Activities

Students must utilize school transportation to and from all-school activities for which transportation is provided. BACC students may drive themselves to class each day if parents have signed off on transportation permission form.

For these events, parents/guardians of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent/guardian to arrange safe transportation.

Organizations and Activities

School Clubs

All clubs meet before or after school as arranged by the sponsor and club members. Please consult the school website or the Counseling Office for a list of these activities.

IHSA Scholastic Competition Activities

National Honor Society

Eligibility for the National Honor Society is based on four criteria: scholarship, leadership, service, and character. NHS is not a purely scholastic honorary organization.

To be academically eligible for membership, a student must be a second semester Junior or a first semester Senior and must have a grade point average of at least 4.7.

The student must also have participated actively in ten school-sponsored and/or community-related activities during high school. He or she must have held at least two positions of leadership, either elected or appointed.

Students who meet these criteria will then be evaluated by the entire faculty on the basis of character. A council of five faculty members appointed by the Principal will make the final selection of members from eligible candidates. These requirements are in accordance with the guidelines established by the National Constitution of the organization.

IHSA Interscholastic Athletics

For information concerning each school's athletic program, please consult the school's website (listed below) or contact the Athletic Office.

Normal Community High School - http://www.il.8to18.com/nchs
Athletic Director Nic Kearfoot – Email kearfon@unit5.org Phone 557-4570

Normal Community West High School - http://www.il.8to18.com/ncwhs
Athletic Director Wes Temples – Email templesw@unit5.org Phone 557-4975

Student Interscholastic Activities Concussions and Head Injuries

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury, may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

High School Interscholastic Athletic Activity Code – Revised April 2017

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Record must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be doing passing work in at least five (5) subjects (25 class hours). In addition, the student-athlete must have passed five (5) subjects (25 class hours) from the previous semester.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
   - *First Violation*: A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
   - *Second Violation*: A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.

- *Third Violation*: The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.

6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Illinois High School Association and the High School Handbook of the McLean County Unit District No. 5 schools.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

Modification of Athletic or Team Uniform Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Approved by Board of Education 4/26/2017

Academic Information

General Regulations

1. All students are required to be enrolled in a minimum of six courses. An exception will be made for 5th year seniors.
2. A student is required to take a minimum of 6 credit bearing courses and may choose to take a 7th course for credit.
3. Students who enroll in a 0 Hour class are expected to leave after 7th hour and will provide their own transportation.
4. Middle School foreign language and math courses (Algebra I and higher) will be documented on transcripts and will meet prerequisites. Middle school courses do not earn high school credit and will not be counted towards GPA or NCAA admissions requirements.
5. The following breakdown will be used to determine a student's grade to start the school year:

a. Sophomore – 2nd year of high school and minimum of 5 credits required
b. Junior – 3rd year of high school and minimum of 11 credits required
c. Senior – 4th year of high school and minimum of 17 credits required

6. The following breakdown will be used to determine a student's grade after first semester. Students may request a status change for second semester:

a. Sophomore – 2nd year of high school and a minimum of 8 credits required
b. Junior – 3rd year of high school and a minimum of 13 credits required
c. Senior – 4th year of high school and is anticipated to meet graduation requirements by July 31.

Students can change status during the second semester. Credit deficient students who meet the minimum credit requirements to be reclassified will be after 1st semester.

a) To achieve 10th grade status - 2nd year of high school and 8 credits required
b) To achieve 11th grade status - 3rd year of high school and 11 credits required
c) To achieve 12th grade status – 4th year of high school and is anticipated to meet graduation requirements by July 31st

High School Graduation Requirements

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

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

NUMBER OF CREDITS TO GRADUATE

ENGLISH 4.0
MATH 3.0*
SCIENCE. 2.0
SOCIAL STUDIES 2.0**

PHYSICAL EDUCATION & HEALTH 3.5

CONSUMER EDUCATION 0.5***

ELECTIVES 9.0

TOTAL 24.0

Completion of SAT Test (11th grade)

MATH
1.0 credit Algebra I content
1.0 Math credit can come from AP Computer Science Principles or AP Computer Science Java
*Must take one course with Geometry content.

****SOCIAL STUDIES**
1.0 credit U.S. History
0.5 credit Civics or AP U.S. Government & Politics.
Successful completion of Constitution Test.

*****PHYSICAL EDUCATION AND HEALTH**
Students are required to enroll in PE every semester they are in school even if they have attained 3.5 credits. Unit 5 expects all students to participate in a Physical Education course that includes swimming content. Therefore, students who decide to take Driver's Education through a private company will be expected to register for WALA or Advanced Aquatics.

Students may graduate with less than 3.5 credits in Physical Education if they are approved for early graduation or if they qualify for an exemption under the Board of Education guidelines:

Substitutions for Physical Education (No. 6.310)
See Page 6 for Substitutions for Physical Education. 584

******CONSUMER EDUCATION - STATE OF ILLINOIS REQUIREMENT**
Successful completion of any of the following courses/programs fulfills the State Consumer Education requirement for high school graduation:

- Introduction to Business Course (9, 10) 2 semesters
- Consumer Education course (11, 12) 1 semester
- Work Program and Work Program Class (11, 12) 2 semesters
- Personal Investment & Finance course (11, 12) 1 semester
- Agribusiness Management course (11, 12) 2 semesters
- Consumer Math (9, 10, 11, 12) 2 semesters (for students with case manager)
- Vocations Class (11, 12) 2 semesters (for students with case managers)

For students first entering high school in the 2023-24 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.
Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Weighted Grade System

Unit District No. 5 utilizes a weighted grade system for determining grade point average.. To indicate the weight of a class, the following symbols are placed behind the course title.

Standard Level		**A=4**	**B=3**	**C=2**	**D=1**	**F=0**
Honors Level	**[H]**	**A=5**	**B=4**	**C=3**	**D=2**	**F=0**
Advanced Placement Level	**[AP]**	**A=5**	**B=4**	**C=3**	**D=2**	**F=0**
Dual Credit Level	**[DC]**	**A=5**	**B=4**	**C=3**	**D=2**	**F=0**
Dual Credit Career Technical Education	**[CTE]**	**A=4**	**B=3**	**C=2**	**D=1**	**F=0**

Course Selection

All students, eighth grade through eleventh, are expected to select courses during the second semester for classes offered the following year.

The decision to take a course is an important one. Students should carefully consider their educational and career goals and develop a program of study to work toward those goals. Counselors will help students plan their programs. Parents are encouraged to be involved with their student during the course selection process. Students should choose elective courses which will meet the particular requirements for admission to the college, training, programs or vocation for which they wish to qualify.

An email will be sent to all parents in mid-March to check course verification in Infinite Campus. Changes to course requests must be completed with consent to the school counselor by the end of the last school day prior to spring break.

Course request verification information will be sent electronically to families each March. Changes to course requests must be completed by Spring Break. No changes will be allowed after that time except for the following reasons only:

1. Successful completion of credit recovery courses. Students must have prior written approval from a school counselor and associate principal before enrolling in a course.
2. Changes for Seniors that are necessary to meet graduation requirements.
3. Failure to meet course prerequisite if requested by the student/parent..
4. Driver Education changes for students placed in the wrong semester because of age or course failures.
5. Missing requirement for university admissions. Students will need to produce documentation from the university stating a specific course is needed for admission.
6. Drop a yearlong class that has been failed 1st semester and add a 2nd semester class.
7. Students enrolled in a study hall may choose to enroll in a class in the first 5 days of a semester.

Changes for Second Semester

Once first semester has begun, students may request one schedule change for second semester under the following parameters:

1. Drop class to move to higher weighted course.
2. Drop a yearlong class that has been failed and pick up a semester class (Office Approval/Interventions for success must be completed).
3. Students currently enrolled in study hall second semester may enroll in second semester class.

Dropping a Course

Students enrolled in seven courses may drop an elective course within the first six full weeks of the semester.
Students enrolled in seven courses may drop an elective course for a study hall within the first six weeks of the semester.

Level Changes

Students enrolled in a course where multiple levels of the course exist and who are receiving a D/F may request a level change **within the first six (6) weeks of the semester**.
In order to request a change, students must complete a Level Change form that shows the interventions/resources utilized that were unsuccessful in the present course before a level change will be approved by the school administration. For year-long courses, a level change request for second semester must be submitted within the first week of 2nd semester.

Credit for Alternative Courses and Programs and Course Substitutions

Board Policy 6.310 - Credit for Non-District Experiences

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, from an accredited institution
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

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Guidelines for High School Non-District Experiences and Course Substitutions

- A student may take no more than six high school credits outside of Unit 5's course offerings.
- A student who has failed more than six high school credits may exceed the limit of six high school credits to recover credits to fulfill graduation requirements.
- High school credit may be earned during the school day only if approved in advance by the Building Principal or designee.
- A maximum of one high school credit (two classes) may be earned per semester unless approved in advance by the Building Principal or designee.
- A maximum of two high school credits may be earned during a single summer session unless approved in advance by the Building Principal or designee.
- The aforementioned credit limitations apply only to a student enrolled full-time.

Off-Campus Learning Courses

A student enrolled in an off-campus learning course may receive high school credit for work completed, provided:

1. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
2. The student assumes all financial responsibility.

Off-campus learning courses may be taken during the school day for district-supported credit recovery.

The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average and eligibility for athletic and extracurricular activities.

Note – College-level courses that are taken while a student is enrolled in high school may not be recognized for college credit by some post-secondary institutions.

Accelerated Placement

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.

b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics

c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Dual Credit Course

A student who successfully completes a dual credit course may receive credit at both the college and high school levels.

Summer School

A student who has successfully completed eighth grade may receive high school credit for successfully completing any course provided:

1. The course is given by an accredited institution and approved in advance by the high school Building Principal or designee.

2. The student assumes all financial responsibility.

The summer school course grade will not count toward Unit 5 grade point average (GPA),.

Exchange Programs

A foreign exchange student will not be granted a diploma. In lieu of a diploma, a foreign exchange student will be awarded a certificate of attendance.

A Unit 5 student will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or designee. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

1. The student assumes all financial responsibility.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. (An ethnic school is a part-time, private school that teaches the foreign language, as well as the culture, geography, history, and other aspects of a particular ethnic group.)

The amount of credit will be based on foreign language proficiency achieved. The high school Building Principal or designee may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

1. The student assumes all financial responsibility.

Blended Learning Courses

Unit 5 offers high school courses in a blended format. A blended course combines traditional instruction on required attendance days (face to face instruction within a classroom) with teaching and learning activities that happen virtually on flex days. Students in 1st hour blended courses may arrive to campus after 1st hour on their flex days and students in 8th hour blended courses may leave campus after their 7th hour course. Students in 2nd – 7th hour blended courses can report to one of the common spaces designated for blended learning students. Students in blended learning courses are expected to maintain a minimum course grade of a 'C'. If a student's grade falls below a 'C', the student will be required to be in the classroom with the teacher on flex days.

Unit 5 offers blended courses that would be very similar to college courses in that a significant amount of the coursework is to be completed outside of class time. The purpose is to expose students to a flexible schedule to help them transition to college or the workplace. Organization, communication skills, and self-advocacy are also required of students in blended courses. Teachers are prepared to assist students in the development of these skills through the supports and scaffolds they will provide to students in blended classrooms. Teachers will indicate, prior to each week, the days in which students will report to the classroom (required attendance days) and the days in which students have the flexibility to work outside of the classroom (flex days). Courses offered as Blended Learning are noted with BL on the course code list and within the course description pages. Students interested in taking a blended class should select the designated course code during course selection. Some courses are only offered in a blended fashion. Students are able to attend class daily as the teacher is required to be in the classroom.

Substitutions for Physical Education

A student in grades 11-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. 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. 1. Ongoing participation in a marching band program; 2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District; 3. Ongoing participation in an interscholastic athletic program; 4. Enrollment in academic classes that are required for admission to an institution of higher learning; or 5. 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.

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

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

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

Re-Entering Students

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.* 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 non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission on Accreditation of Service Experiences

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

Cross Reference:
Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Proficiency Exam

The music department may administer a proficiency exam to enroll in a course. See prerequisite for individual department classes.

- The music department may administer a proficiency exam to enroll in a course.
- Advancement to a higher-level foreign language class is contingent upon a 70% passing score on the department placement exam. Students advancing to a higher level will not receive credit for courses in which they were not enrolled. Test outlines are available from foreign language teachers.

Report Cards

Progress Reports and Academic Report Cards will not be mailed to parents of high school students who have internet access. If you have internet access, you may view your student's report cards through the family portal link from either the Unit 5 website or the individual school website. If you do not have internet access, your student's Progress Reports and Academic Report Cards will be mailed to you. Parents/guardians are invited to contact the individual teachers and/or counselor regarding these reports.

Incomplete Work

All incomplete work must be made up by the last day of each semester unless special arrangements have been made with the Assistant Principal and your teacher. It is the student's responsibility to contact the Assistant Principal. Work not made up will be considered a failure and the semester grade computed accordingly.

Semester Examinations

1. Any students who are truant, or otherwise unexcused, from a semester exam will receive a zero (0) for the exam. Semester grades will be averaged accordingly.
2. Students unable to attend school for any reason will be required to complete semester exams. If a student is absent

from an exam, arrangements must be made by the student to make up that exam. Exams should be taken by dates established for submission of semester grades.

3. Prearranged absences from semester exams will be granted only in extreme cases and only by the appropriate Associate Principal. Students with prearranged absences may take their semester exams early, but no more than one week prior to semester exams.
4. If a prearranged absence is not approved and a student still chooses to leave, the absence will be treated as a truancy.
5. All absences, excused or unexcused, must be approved by school administration.
6. Any special or unusual circumstances should be submitted to the school administration for consideration.
7. Students with Study Halls may be excused pending approval from school administration.

Final Exam Policy

Any student with an "A" average in a class on the last day of the semester will be exempt from the semester final exam in that class.

Honor Roll

The High School publishes a school-wide Honor Roll at the end of each semester. Students with a GPA of 4.6 or greater will qualify for the Honor Roll. Only courses in which a student is enrolled at NCHS / NCWHS will be considered. Weighted grades will be used in determining eligibility for Honor Roll.

Seal of Biliteracy

Unit 5 Schools will offer both the Seal and Commendation to graduates beginning in 2019 pending ISBE approval. Students will qualify through showing proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, and Japanese. The portfolio option will be available for students who would like to qualify for the Seal or Commendation in Telegu, Tamil, or Arabic.

Students will need to 'declare' their intent to pursue the Seal of Biliteracy recognition to their counselor. Students will have to provide evidence of assessment scores to counselors (AP test or results of portfolio assessment). Counselor will verify that students met college readiness benchmarks for SAT as well as the benchmark score for the additional/second/home language. Unit 5 Schools will offer both the Seal of Biliteracy and State Commendation toward.

Students will qualify through demonstrating proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, Japanese as well as meeting the college readiness benchmarks for the SAT or, for students who are English Learners, by meeting the Illinois proficiency criteria on ACCESS 2.0. These criteria are set by the State of Illinois and are as follows: To qualify for the Seal of Biliteracy students must score a 4 on the AP language exam. To earn the Commendation students must score a 3 on the AP language exam in the target language. To demonstrate proficiency in English students must achieve a minimum score of 480 on the SAT. English Learner students who are working toward the Seal may also use an overall ACCESS score of 4.8 achieved during high school.

The district will recognize students who earn the Commendation or the Seal by affixing the Seal or Commendation to the student's transcript and diploma.

NCAA Approved Core Courses

Currently, the NCAA for athletic eligibility at the college level accepts the specified core courses. The information is listed as found on the clearinghouse web site. Potential Division I and Division II athletes need to carefully check the information as the requirements vary slightly for Division I and Division II. Generally, a student will need at least 16 core classes in the following areas: English, Mathematics, Social Science, Natural or Physical Science, and Foreign Language. For additional assistance, talk to your counselor, coach, and athletic director or visit the NCAA Clearinghouse web site at www.ncaaclearinghouse.net. Unit 5 does not make the eligibility determination nor determine the classes that will count toward the core requirement.

Early Graduation

The counselor should be consulted if a student wishes to graduate early. Class rank will be determined at the end of the 7th semester for December graduates. A form, signed by the parent/guardian must be submitted to the guidance counselor. Students graduating in December are invited to participate in the graduation rehearsal and the commencement ceremony.

Students who anticipate graduating after six (6) semesters, will need to submit an early graduation form to the guidance office prior to the start of their fifth semester (third year). Students graduating after 6 semesters (3 full years) will not be required to fulfill the 3.5 credit requirement for Physical Education. These students are only required to complete 3.0 credits of Physical Education/Health to graduate.

Commencement

Commencement is a formal academic ceremony marking the conclusion of the high school experience. Graduates who have completed all requirements are eligible to participate in Commencement. Participation is voluntary and not required. The established attire is the standard black cap and gown, with white collars provided for female graduates and stoles provided for National Honor Society members and chords to designate magna or summa cum laude. Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

Summa Cum Laude designation: 5.1+ GPA
Magna Cum Laude designation: 4.85 – 5.099 GPA

Commencement is an event to celebrate the graduation of the class as a whole and is not a time to display individuality of expression or attire. Unauthorized decoration or modification of the cap or gown will not be permitted. Participation will be limited to eligible students who are properly attired.

Records

Definition

School student records are confidential and information contained therein shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after a student has transferred, graduated or otherwise permanently withdrawn. A student's permanent record contains the following information:

(1) Basic identifying information;
(2) Academic transcript*;
(3) Attendance record;
(4) Accident reports and health record;
(5) Record of release of permanent record information; and
(6) High school State assessment test scores;

And may also consist of:

(7) Honors and awards received; and
(8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

(1) A record of release of temporary record information;
(2) Elementary State assessment test scores;
(3) Completed home language survey form;
(4) Information regarding serious infractions that resulted in discipline; and
(5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:

(6) Family background information;
(7) Intelligence test scores, group and individual;
(8) Aptitude test scores;
(9) Reports of psychological evaluations;
(10) Elementary and secondary achievement level test results;
(11) Participation in co-curricular activities or athletics;

(12) Honors and awards received;
(13) Teacher anecdotal records;
(14) Other disciplinary information;
(15) Special education files;
(16) Any verified reports or information from non-educational persons, agencies or organizations; and
(17) Other verified information of clear relevance to the education of the student.

***A parent/guardian may ask the District to remove scores of college entrance exams from their student's academic transcript. This includes the state assessment that incorporates a College Career Readiness determination. To request removal, parent/guardian must submit a written request to the principal.**

Inspection and Access

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. 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. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the 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 students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

(1) To a parent, student, or authorized representative;
(2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
(3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
(4) To any person for the purpose of research, statistical reporting, or planning;
(5) Pursuant to a court order;
(6) To any person as specifically required by State or federal law;
(6.5) To juvenile authorities when necessary for the discharge of their official duties;
(7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
(8) To any person, with the prior specific dated written consent of the parent;
(9) To a governmental agency in furtherance of an investigation of a student's school attendance;
(10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
(11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
(12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1) Accuracy;
2) Relevance; or
3) Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.
At the hearing each party shall have the following rights:

(1) The right to present evidence and to call witnesses;
(2) The right to cross-examine witnesses;
(3) The right to counsel;
(4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

Destruction of School Student Records

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security

identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions., such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross Reference:
Board Policy 7.340, *Student Records*

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with *The School Code*.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:

1. Their right to refrain from performing, participating in, or observing dissection, and
2. Which courses contain a dissection unit and which of those courses offers an alternative project.

Cross Reference:
Board Policy 6.100, *Using Animals in the Educational Program*

Physical Education/Health

The PE uniform consists of a gray PE t-shirt with your last name across the back, black PE shorts, and athletic shoes. Students will not be allowed to participate in flip flops, slippers, boots, etc. Shirts must have sleeves and cover your stomach/back. Sweatpants and sweatshirts are allowed. All students are required to have a padlock to lock up their clothes and personal items in a Physical Education locker. Locks may need to be removed when you leave class each day. Unit 5 is not liable for stolen property. Do not leave cash or valuable items in Physical Education lockers.

Loaner clothing items are available in a variety of sizes for students who occasionally forget their PE clothes. Students will be able to borrow up to 5 times per quarter. Loaner t-shirts, shorts, and athletic shoes are available on a first come first serve basis. Exemption from Physical Education/Medical Excuse/Exemption
If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective.

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. Teacher will work with student on alternate non-physical activities to make-up missed classes. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

Religious Exemption

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Cross references:
Board Policy 7.260, *Exemption Form Physical Activity*

Parental Notification

Asbestos Management Plans

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

McLean County Unit District No. 5

High School Handbook

Parent/Student Forms

Letter to Parents Student Acceptable Use for Electronic Networks

McLean County Unit District No. 5

1809 West Hovey Avenue
Normal, IL 61761-4339
Office of the Superintendent
Phone: 309.557.4400
Fax: 309.557.4501
E-mail: district@unit5.org

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups,
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed _____ Date _____

Student Authorization of Acceptable Use of Electronic Network

Exhibit

User Signature of Agreement:

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print):_____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:
I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature _____

Date: _____

High School 1:1 Laptop Program Agreement
2023-2024

In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures (6.235* of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is recommended. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

_____

Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions by this student may result in disciplinary action.

_____ _____ _____

Parent/Guardian Name (print) *Parent/Guardian Signature* *Date*

March, 2016

600

District 87/Unit 5
Medication Authorization Form

Name: _____ **Date of Birth:** _____
(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
Dose:	
Time of Administration:	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	Yes No

Date	Physician's Signature **Only**	Physician's Telephone

Nurse's Initials_____

11 December

_____ High School **Athletic Permission Record and Student Information** **2023-2024**	**This box is for office use only** All Sport Physical Date Winter Sport Spring Sport _Obligation

Please Print Legibly

_____ 9 10 11 12 _____/____/_____
Student Name *Circle School Year:* *Birth Date (mm-dd-year)*

_____ _____ _____
Address *City* *Zip*

_____ _____ _____
Mailing Address *City* *Zip*

_____ _____ _____
Parent/Guardian Name *Phone #* *Email Address*

_____ _____ _____
Emergency Contact *Relationship* *Phone #*

_____ _____ _____
Family Doctor *Phone #* *Hospital Choice*

Any Current or Recurring Medical Conditions? Explain:_____

*List Medication(s) Being Taken:*_____

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates):_____
_____

☐ Heart condition ☐ Diabetes ☐ Asthma ☐ *Requires child to self-administer medication*

☐ Epilepsy ☐ Allergies: ☐ *Requires student to carry EpiPen®*

☐ Other_____

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company:_____Policy #_____

Expiration Date:_____

Does this student reside full time with parent, custodial parent or court appointed legal guardian?
Yes_____ No_____

Is this student new to Unit 5 this year? Yes_____ No_____

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To Be Read and Signed By The Student:

1. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.

2. Before I am allowed to participate, I must: (a) provide the District with a certificate of physical fitness [the ***Pre-Participation Physical Examination Form*** from the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) serves this purpose], (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, ***IHSA Sports Medicine Acknowledgment and Consent Form, Acknowledgement and Consent***.

3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.

4. I understand that *Board policy 7.305*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.

5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

6. I wish to participate in co-curricular athletics that are **circled**:

Sports Offered: Please circle all that apply

Fall	**Winter**	**Spring**
Cheerleading	Basketball	Baseball-*b*
Cross Country	Swim-*b*	Tennis-*b*
Golf	Cheerleading	Soccer-*g*
Football	Wrestling	Track
Soccer-*b*	Dance	Softball-*g*
Swim-*g*		
Tennis-*g*		
Volleyball-*g*		

_____ _____

Student Signature *Date*

To Be Read and Signed By The Parent/Guardian of The Student:

School Activity Transportation and Athlete Code

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases, it will be the responsibility of the parent to arrange safe transportation.

As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IHSA interscholastic sports or activities offered. By signing below, I grant my permission for my child to receive treatment at my expense from a physician, nurse, or other professional medical personnel including transfer to any hospital reasonably accessible, which may be needed, in my absence due to injuries sustained while participating in athletics for a Unit 5 school. Furthermore, my son/daughter and I have read and understand the Athletic Code as set forth by_____ High School of Unit District No. 5, and agree to abide by it.

IHSA Steroid Random Testing Policy Consent

As a prerequisite to participation in IHSA athletic activities, we agree that the undersigned student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have read this form and understand that the student may be asked to submit to testing for the presence of performance-enhancing substances in his/her body, and the student does hereby agree to submit to such testing and analysis by a certified laboratory.

We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in the student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol that is available on the IHSA website at www.IHSA.org. We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject the student to penalties as determined by IHSA. No student-athlete may participate in IHSA competitions unless the student and the student's parent/guardian consent to random testing.

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.

2. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

_____ _____

Parent/Guardian Signature *Date*

Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "Don't feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If You Think Your Child Has Suffered a Concussion

Any student even suspected of suffering a concussion should be removed from the game or practice immediately.

No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours.

IHSA Policy requires students to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches

prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the student sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:

http://www.cdc.gov/headsup/youthsports/index.html

_____	_____	_____
Printed Name of Student Athlete	Signature of Student Athlete	Date

_____	_____	_____
Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

Board Policy 7.305, *Student Concussions and Head Injuries*
Board Policy 7.305-E1, *Exhibit – Concussion Information*

SchoolMessenger Renewal Order Authorization

Quote Reference **160725**

ACCOUNT INFORMATION

Customer Name **McLean County Unit Sch Dist 5**

Solutions Provided	Agreement Term	Service Date	*Annual License Fee	Invoice Date
Communicate	12 Months	7/2/2023	$19,741.05	7/2/2023

* NOTE: Applicable taxes may apply. Annual License Fee is subject to a 3% annual Inflation Adjustment

ACKNOWLEDGEMENTS

Intrado Interactive Services Corporation d/b/a SchoolMessenger ("Provider") will provide the customer named above ("Client") with the online communications applications further described in the Reference Quote subject to the following terms and conditions:

Order Authorization Terms.

The terms and conditions available at www.schoolmessenger.com/webterms will apply to this order authorization unless the parties have entered into a separate mutually executed agreement. The terms of this order will govern any conflict with the above-mentioned terms. No additional terms in Customer's purchase order will apply.

Term and Termination.

This Agreement will commence on the Service Start Date and continue for the Agreement Term, and then will automatically renew for successive one-year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the Client:

Signature (or initials if signing electronically) _____ **Date** _____

Name _____ **Title** _____

Please email completed form to _____

NORMAL WEST HIGH SCHOOL - WILDCATS

Wes Temples
Athletic Director
NORMAL WEST HIGH SCHOOL
501 N. Parkside Road
Normal, Illinois, 61761

Telephone (309) 557-4976
Fax (309) 557-4594
Email templesw@unit5.org

MEMO TO: Dr. Kristen Kendrick-Weikle, Superintendent
FROM: Wes Temples, Athletic Director
DATE: June 26, 2023
SUBJECT: Normal West High School Athletic Overnight Requests – 2023-24

The following overnight requests are for those activities that we anticipate needing approval for at this time for the 2020-21 school year. Thank you for your consideration of this request.

SUMMER, 2023

Boys Basketball- 6/29-6/30/24 Madison Wisconsin

SUMMER 2024

Boys Soccer- 6/5-12/24 Jamaica Trip

Girls Soccer- 6/5-12/24 Jamaica Trip

Please let me know if you have any questions. Thanks!

Wes Temples
Athletic Director
Normal West High School

McLean County Unit District No. 5

REQUEST FOR DONATION APPROVAL

Name of Donation/ Organization:	Fresh Line Fencing
Address of Donor/ Organization:	202 Carriage Hills Normal, IL 61761
Description of Donation: *(Include drawings if applicable)*	This donation includes the installation of the outfield fence for the Kingsley Junior High baseball field. The original fencing is left over from when the property was Normal Community High School with high school distances. In addition, the original fence is at the top of a berm, which requires outfielders to run up the berm to field hard-hit balls. The new fence will create the appropriate distances for a regulation junior high baseball field.
Total Value:	$8,000
Current/Future Costs To the School District: 0	$0

Approval Signatures: *(As Applicable)*

Building Principal:	Elisa Palmer (per email)
Athletic Director:	
Supervisor of Maintenance:	
City Official:	
Superintendent:	
Date:	7/18/2023

Thank you for your donation!

In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project donation. This must include all current and potential costs to the school district for project completion and/or maintenance.

Your support of Unit 5 Schools is greatly appreciated.

McLean County Unit District No. 5
1809 West Hovey
Normal, IL 61761

Date: 7/18/23

Notice to Contractor:

You are receiving this notice because you may or will be performing "public works" for the School District as that term is defined in Section 2 of the Illinois Prevailing Wage Act (820 ILCS 130).

This notice applies to the "public works" described as:

Installation of outfield fence on the Kingsley Junior High baseball field

The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available in the Dept.'s official website. For information regarding current prevailing wage rates, please see the Illinois Department of Labor's website at www.state.il.us/agency/idol/rates/rates/.HTM

All contractors and subcontractors rendering services for the "public works" must comply with all requirements of the Prevailing Wage Act, including but not limited to, all wage, notice, and recordkeeping duties.

The above paragraph was or will be included in the project specifications and the contract. 820 ILCS 130/4(a-1). If the work is awarded without a public bid, contract, or project specification, the notice was or will be included in the purchase order related to the work or in a separate document, such as this notification. 820 ILCS 130/4(a-2).

Jay Hobson (per email)

Signature

Owner, Fresh Line Fencing

Title